UNITED STATES MARINE CORPS
3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

OFFICIAL FILE COPY

DivO P11240.16F
G-4/MT
21 DEC 1992

DIVISION ORDER P11240.16F

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MOTOR TRANSPORT
(SHORT TITLE: SOP FOR MOTOR TRANSPORT)

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To establish Standing Operating Procedures for the effective and efficient accomplishment of the 3d Marine Division motor transport mission including the employment and maintenance of tactical vehicles and Garrison Mobile Equipment (GME). This SOP is intended to eliminate the requirement for subordinate units to publish redundant Motor Transport SOPs. In lieu of local SOPs, subordinate unit commanders are encouraged to include more explicit or unit-particular guidance, instructions, and standard operating procedures in an appendix to this Manual.

2. Cancellation. DivO P11240.16E

3. Action. The administration and management of motor transport equipment and motor transport commodities by all organizations within and under the operational control of the 3d Marine Division will be in accordance with the policies and procedures set forth herein.

a. In the case of any conflict between this Manual and those issued by higher authority, the more stringent shall prevail.

b. The procedures and regulations set forth herein are effective this date.

c. Directives of subordinate units will conform with the provisions of this Manual. Within three months of receipt of this Manual, all units are to review and update their Motor Transport Standard Operating Procedures.

4. Summary of Revision. This revision of the 3d Marine Division Motor Transport SOP contains a substantial number of changes and must be reviewed in its entirety.

5. Applicability. This Manual is applicable to all units/personnel attached or assigned to the 3d Marine Division. Motor transport operations/activities will be guided by the instructions herein and directives issued by higher authority.

6. Recommendation. Recommendations concerning this Manual are invited and will be submitted to this Headquarters (G-4/MT) via the appropriate chain of command.

7. Records Disposition. Reports discussed herein will be retained for the periods indicated below:

a. Accident Report - six years after the case is closed.

b. Traffic Reports and Citations - two years.

c. Vehicle Utilization Report - three years.

d. Class "B" Vehicle Justification - one year.

e. Monthly Tactical Milage - two years

f. Licensing Log Book - four years after last entry.

g. Licensing Tally Sheets - four years

h. Driver History Files - four years

8. Certification. Reviewed and approved this date

R. A. HORD
Chief of Staff

DISTRIBUTION: A/D

Copy to: CG, III MEF, (G-4)
CG, 3d FSSG, (G-4/LMCC)

DivO 11240.16F
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LOCATOR SHEET

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Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

SOP FOR MOTOR TRANSPORT

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SOP FOR MOTOR TRANSPORT

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SOP FOR MOTOR TRANSPORT

CHAPTER 1

GENERAL

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CHAPTER 1

GENERAL

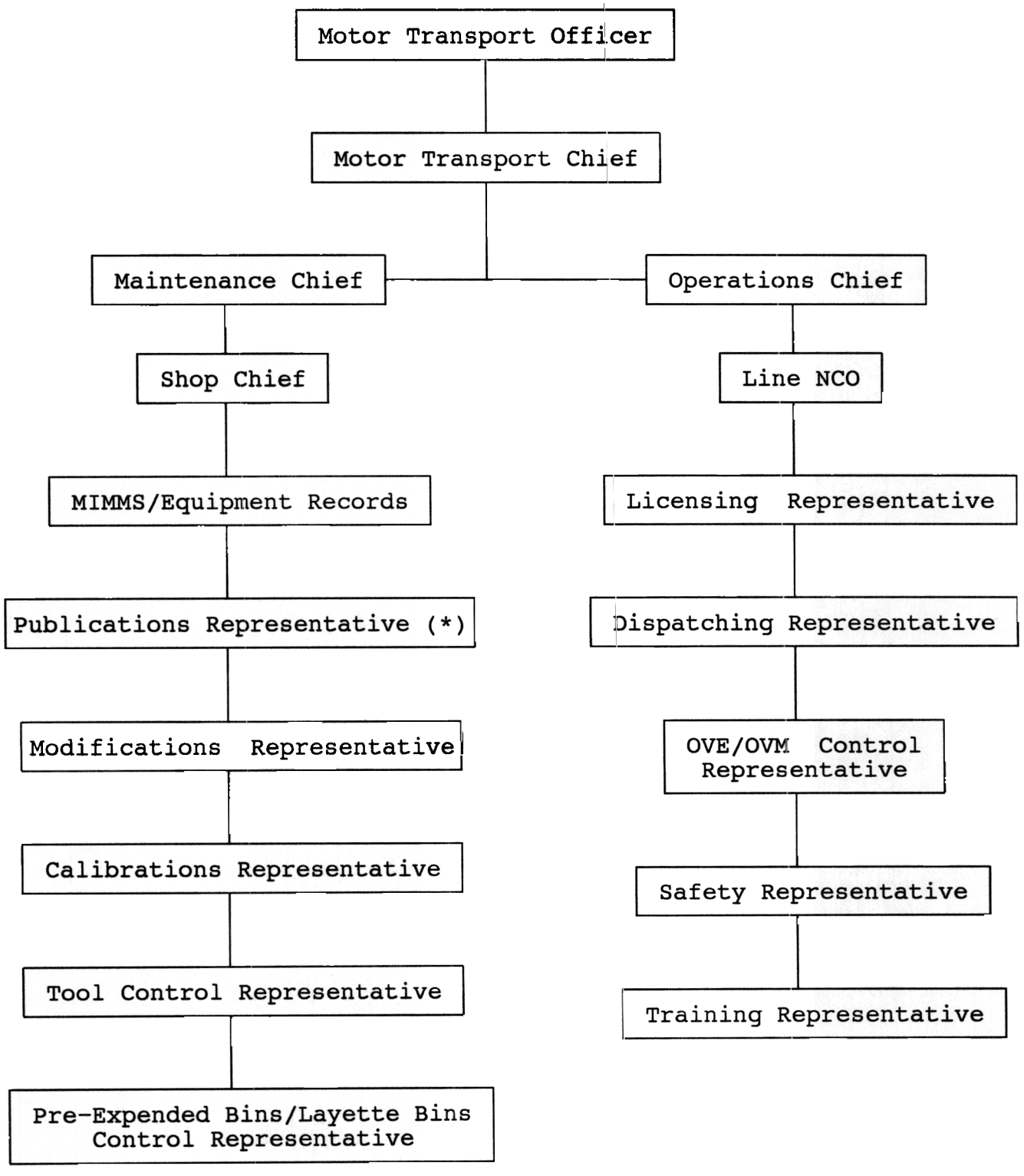
1000. INTRODUCTION. Motor transport assets provide a vital link for the effective and timely accomplishment of the Division mission in combat and/or garrison. To carry out the mission, each command must ensure maximum efficient utilization of equipment through the establishment of operational procedures which prevent its misuse or abuse as well as effective maintenance programs that will ensure maximum equipment availability. To accomplish this commanders must employ qualified personnel, delineate responsibilities evenly, maintain required records, and conduct periodic inspections. Close and continuous supervision at all levels of command is essential.

1001. POLICY. The status of motor transport equipment readiness is a key element to unit and overall Marine Corps readiness. Motor transport is the second most dense equipment commodity and the third most numerous personnel field. Motor transport equipment/ vehicles are found in the Table of Equipment (T/E) of every Marine Corps organization battalion/battery size and above. In order for 3d Marine Division units to be prepared for deployment on short notice, commanders must ensure the highest degree of motor transport readiness at all times.

1002. ORGANIZATION. Figure 1-1 depicts the recommended/preferred organization of motor transport commodities.

1003. RESPONSIBILITIES. Concern for motor transport readiness must not be restricted to those personnel assigned to motor transport duties. Proper care and utilization of equipment require the attention of every member of the command and maintaining a high degree of readiness requires proper supervision at all command levels. The mission of the 3d Marine Division is such that motor transport is a vital link in support and internal operations. All Marines have the duty to prevent abuse and misuse of motor transport equipment and to initiate prompt corrective action in the interest of safe operation, preservation of equipment and the safety of personnel.

1004. ASSISTANT CHIEF OF STAFF (AC/S), G-1. The AC/S, G-1 provides staff cognizance and supervision over the staffing of all billets within the Division and in coordination with the Division MTO, will make every effort possible to staff all motor transport billets within every unit.



* Publications Control may be assigned to a Marine falling under the cognizance of the "operations side" of the motor pool.

Figure 1-1.--Motor Transport Organizational Flow Chart

1005. ASSISTANT CHIEF OF STAFF (AC/S), G-2 and G-3. The AC/S, G-2 and G-3 provide staff cognizance in the areas of combat intelligence and operations, respectively, for the Division.

1006. ASSISTANT CHIEF OF STAFF (AC/S), G-4. The AC/S, G-4 provides staff cognizance and supervision over all logistic functions within the Division.

1007. DIVISION MOTOR TRANSPORT OFFICER. The Division Motor Transport Officer, a special staff officer under the cognizance of the Assistance Chief of Staff, G-4, is responsible to the Commanding General, 3d Marine Division, for motor transport matters within the Division. The Division Motor Transport Officer will:

a. When requested, advise the Commanding General on all matters pertaining to and affecting the administration, operation and maintenance of assigned motor transport resources.

b. Make recommendations to the Assistant Chief of Staff, G-1 for the assignment/reassignment of all occupational field 35XX personnel within the Division.

c. Periodically review tables of organization (T/Os) and tables of equipment (T/Es) to ensure motor transport personnel equipment requirements are consistent with the Division's needs/ mission and make recommendations for the distribution and/or redistribution of motor transport assets within the Division.

d. Prepare recommendations for the budget.

e. Plan and provide for motor transport augmentation for Division units whose organic motor transport assets cannot fulfill operational and/or administrative requirements.

f. Coordinate Division Motor Transport personnel participating and/or supervising the following:

(1) A Convoy Movement Control Center (when required) and coordinating motor transport movements of Division units.

(2) A program of staff assistance visits (SAVs) for the purpose of upgrading the overall readiness posture of the 3d Marine Division. This includes:

(a) Conducting technical inspections/evaluations of all 3d Marine Division motor transport units as scheduled, requested, or directed.

(b) Assisting units in the management of functional areas within the motor transport section.

(3) The motor transport portion of all Logistic Readiness Evaluations as scheduled by the Division MMO.

(4) A Division Roadmaster Program

(5) Maintenance/periodic revision of the Motor Transport Logistics Readiness Evaluation (Inspection) Checklist ensuring compatibility with the FSMAO Inspection Checklist.

(6) A Motor Vehicle Licensing Program, and coordinating/ supervising other special programs as directed.

g. Monitor (track) the fielding of new motor transport items/ equipment within the Division.

h. Update the Division Motor Transport SOP as necessary.

i. During combat, exercise operational coordination of all motor transport assets within the Division, including all motorized movements, route reconnaissance and bridge classification using FM 5-3 (Engineer Field Data Handbook) and TM 3-36 (Route and Route Reconnaissance).

1008. DIVISION MOTOR TRANSPORT CHIEF. The Division Motor Transport Chief is responsible for the following:

a. Management of personnel, material, and resources of the Division Motor Transport Section.

b. Supervision of the Division Roadmaster Program.

c. Supervision of the required training for motor transport personnel assigned to the Division Motor Transport Section.

1009. DIVISION MOTOR TRANSPORT COORDINATOR(S). Division Motor Transport Coordinators are responsible for providing support to Division units through the coordination between the supporting unit and the requesting unit. All transportation requests for support of Division units using sources external to the requesting unit and the scheduling of Roadmaster support are to be handled through the Division Motor Transport Coordinator.

a. Division Motor Transport Coordinators will assist Division units in their efforts to request motor transport support external to their organization by coordinating transportation augmentation requests when received/as necessary (after internal assets have been considered). This may require the tasking of Truck Company, Headquarters Battalion, 3d Marine Division, and/or coordinating the transportation of equipment and personnel through the Commanding General, 3d Force Service Support Group (3d FSSG), or MCB.

b. Tactical tractor trailer/overflow 5-ton support will be coordinated through the Logistics Movement Coordination Center (LMCC), G-3, 3d FSSG.

1010. DIVISION MOTOR TRANSPORT LOGISTICS READINESS EVALUATOR(S) Division Motor Transport LRE Representatives are responsible for the objective determination of the logistics readiness of Division units being inspected. Motor Transport LRE Representatives will provide an unbiased analysis of the unit being inspected and, whenever possible during the conduct of an LRE or Pre-LRE, will conduct training in areas where further guidance or instruction is required.

1011. DIVISION MOTOR TRANSPORT ROADMASTER(S). Division Motor Transport Roadmasters are direct representatives of the Commanding General, 3d Marine Division, and will be the deciding authority in matters pertaining to the safe and efficient operation of all Division motor vehicles. All vehicles utilized by Division Roadmasters will be distinguished by license plates/signs indicating "Roadmaster" and red warning/strobe (beacon) lights.

a. General. Division Roadmaster duties/areas of responsibility are "all inclusive" whenever 3d Marine Division vehicles are involved. The Roadmasters will work in conjunction with the Provost Marshal, Marine Corps Base Roadmasters, Third Force Service Support Group Roadmasters and local law enforcement officials. Roadmasters will assist in the operation and maintenance of government vehicles assigned to 3d Marine Division organizations.

b. Specific Duties. Specific duties of Roadmasters include, but are not necessarily limited to:

(1) Patrolling the road network within the Division's designated area(s) of responsibility to determine if vehicle operators are complying with current motor transport directives reporting unsafe road conditions due to weather or construction.

(2) Conducting spot checks of 3d Marine Division vehicles to determine mechanical condition and operator compliance with pertinent maintenance and operational regulations.

(3) Issuing citations to operators who are in violation of current motor transport regulations. Citations will be forwarded to the violator's commanding officer via the 3d Marine Division, Assistant Chief of Staff (G-4) for appropriate action. (See Figures 1-2 and 1-3, Roadmaster Citations). If found to be in compliance with published regulations and orders, the names of the driver and A/driver will be sent through the chain of command citing a job well done.

(4) Coordinating traffic movements on-base with the office of the Provost Marshal and local traffic control authorities for convoy/vehicle movements off-base. Roadmasters have the authority to stop/direct vehicle traffic on-base. Roadmasters may direct/ stop traffic off base when:

(a) Government vehicles are blocking traffic due to an accident or breakdown.

(b) Authorized in advance by local authorities

(5) Providing movement/traffic control assistance when/as necessary to the air alert contingency force during its activation

(6) Performing first echelon preventive maintenance checks and services on Division Roadmaster vehicles.

1012. DIVISION MOTOR TRANSPORT LICENSING REPRESENTATIVE(S)
Division Motor Transport Licensing Representatives are responsible for issuing and upgrading all licenses in accordance with the current editions of MCO 11240.66, TM 11240-15/3, and this Order. The Division Motor Transport Licensing Representative will assist and coordinate ammunition/explosive driver certification and Status of Forces Agreement (SOFA) classes. More specific information on licensing requirements are discussed in Chapter 11 of this SOP.

1013. DIVISION MOTOR TRANSPORT SPECIAL PROJECT REPRESENTATIVE(S)

a. Division Motor Transport Special Project Representatives will be assigned by the Division Motor Transport Officer, when necessary, to assist in the efforts to provide maximum support to Division units and/or whenever there are projects requiring special attention over either a continuous period of time or for a short duration.

b. The following Division Motor Transport Special Project Representatives are henceforth assigned on a permanent basis and will become integral parts of the Division Motor Transport Section:

3D MARINE DIVISION ROADMASTER CITATION

OPERATOR: RANK: SSN:_____/_____/_____ RTD:

OF 346 NUMBER: VEHICLE NUMBER: VEHICLE TYPE:

TIME/DATE OF REPORT:_____/_____ LOCATION:_____

OPERATOR'S UNIT:_____ SPOT CHECK:

DIVISION MT CONTROL NUMBER:_____ TRIP TICKET NUMBER:_____

FORWARD A COPY TO:

3D FSSG: 1ST MARINE AIR WING: MARINE CORPS BASE:

SUBJECT NAMED DRIVER WAS STOPPED BY 3D MARINE DIVISION ROADMASTERS FOR THE PURPOSE OF INSPECTING THE VEHICLE AND THE REQUIRED PAPERWORK.

AFTER EXAMINATION OF THE NAVMC 10627 (TRIP TICKET) AND INSPECTION OF THE VEHICLE, NO DISCREPANCIES WERE NOTED.

THIS CITATION CONSTITUTES RECOGNITION OF A "JOB WELL DONE"

FORWARDED IN RECOGNITION OF EXCEPTIONAL PROFESSIONALISM AND CONCERN FOR THE SAFETY OF OTHERS AS DEMONSTRATED BY THE CONDITION OF THE VEHICLE AT THE TIME OF THE ROADMASTER INSPECTION, THE ATTITUDE OF THE DRIVER AND ASSISTANT DRIVER, AND THE ACCURACY OF THE PAPERWORK REQUIRED TO OPERATE GOVERNMENT VEHICLES ON OKINAWA.

(DRIVER'S SIGNATURE)	(RANK)	(PHONE)
(SENIOR MARINE OR A/DRIVER'S SIGNATURE)	(RANK)	(PHONE)
(ROADMASTER'S SIGNATURE)	(RANK)	(PHONE)

Figure 1-2.--Roadmaster Citation.

3D MARINE DIVISION ROADMASTER CITATION

OPERATOR:_____ RANK: SSN:_____/____/_____ RTD:

OF 346 NUMBER: VEHICLE NUMBER: VEHICLE TYPE:

TIME/DATE OF REPORT:_____/_____ LOCATION:_____

OPERATOR'S UNIT:_____ SPOT CHECK:

DIVISION MT CONTROL NUMBER:_____ TRIP TICKET NUMBER:

FORWARD A COPY TO:

3D FSSG 1ST MARINE AIR WING: MARINE CORPS BASE:

THIS CITATION CONSTITUTES A REQUIRED REPORT BY FMFPacO P11240.16_, ISSUED UNDER THE AUTHORITY OF THE COMMANDING GENERAL AS A DIRECT VIOLATION OF CURRENT DIRECTIVES AND ORDERS. THIS CITATION CONTITUTES A BASIS FOR INITIATION OF DISCIPLINARY ACTION AGAINST THE OFFENDER.

01	TRIP TICKET		12	DRIVE BELTS	
02	STEERING AND HORN		13	LIGHTS, MIRRORS & REFLECTORS	
03	PARKING BRAKE & FOOTBRAKE		14	RADIATOR AND HOSES	
04	WINDSHIELD WIPERS		15	BATTERIES, CLAMPS-HOLD DOWNS	
05	FLUID LEVELS		16	MOUNTING BOLTS AND BRACKETS	
06	INSTRUMENTS		17	DIFFERENTIALS AND WHEEL SEALS	
07	FIRE EXTINGUISHER		18	DRIVE/JACK SHAFT AND PTO	
08	GLASS		19	TROOP STRAP FASTENED	
09	LUG NUTS, TIRES AND RIMS		20	CARGO LOADED/LASHED PROPERLY	
10	LEAKS		21	TAPE (PAINT) ON HEADLIGHTS	
11	PAINT/TACTICAL MARKINGS		22	VIOLATION OF ORDERS	

REMARKS:

_____ _____ _____
(DRIVER'S SIGNATURE) (RANK) (PHONE)

_____ _____ _____
(SENIOR MARINE - A/DRIVER'S SIGNATURE) (RANK) (PHONE)

_____ _____ _____
(ROADMASTER'S SIGNATURE) (RANK) (PHONE)

Figure 1-3.--Roadmaster Citation.

(1) Division Motor Transport Sub Unit-1 Representative. The Division Motor Transport Sub Unit-1 Representative will establish and ensure the following:

(a) A telephone call is made at least once a week to the Sub Unit-1 Motor Transport Maintenance Chief to determine the status of the maintenance effort, identify areas where additional assistance from the Division Motor Transport Section may be required, and to keep the Sub Unit-1 Representative informed of recent developments within the motor transport field.

(b) Copies of all correspondence from the Division Motor Transport Section to include Newsletters, motor transport messages and memorandums, and standardized documents (Desk Top Procedures, SL-3 Inventory Forms, Driver Information Packets, Turnover Folders, etc.), are forwarded to the Sub Unit Maintenance Chief via both Guard Mail and U. S. Government Mail to ensure that the Sub Unit receives the maximum administrative support possible.

(c) Notification to the Division MTO, on a weekly basis, of the status of these assigned duties and notification to the Division MTO, as required, of recommendations for providing increased support to the Sub Unit.

(2) Division Motor Transport Northern Training Area (NTA) Representative. The Division Motor Transport NTA Representative will establish and ensure the following:

(a) A telephone call is made at least once a week to the NTA Motor Transport Maintenance Chief/Representative to determine the status of the maintenance effort, identify areas where additional assistance from the Division Motor Transport Section may be required, and to keep the NTA Motor Transport Maintenance Chief/Representative informed of recent developments within the motor transport field.

(b) Copies of all correspondence from the Division Motor Transport Section to include Newsletters, motor transport messages and memorandums, and standardized documents (Desk Top Procedures, Turnover Folders, SL-3 Inventory Forms, Driver Information Packages, etc.), are forwarded to the NTA Maintenance Chief via both Guard Mail and U. S. Government Mail to ensure that NTA receives the maximum administrative support possible.

(c) Notification to the Division MTO, on a weekly basis, of the status of these assigned duties and notification to the Division MTO, as required, of recommendations for providing increased support to NTA.

(d) NTA dispatching records and scheduled preventive maintenance programs will be inspected (spot checked) quarterly and necessary training provided to ensure compliance with established requirements.

(3) Division Motor Transport Personnel Representative. The Division Motor Transport Personnel Representative is responsible for tracking the status of all inbound and departing Marines within the 35XX MOS. A copy of the current status of all 35XX Marines arriving/departing Okinawa will be presented to the Division MTO monthly for review and forwarding to the AC/S (G-4).

1014. COMMANDING OFFICERS. Commanding Officers are responsible for the motor transport readiness of their organizations. Regiments and separate battalions may prepare and publish an appendix to this SOP. Appendices to this SOP should not be a repetition of the guidance delineated in this Order or other directives but should be tailored to the individual unit, expanding on policies/procedures unique to the unit, including applicable specifications and regulations directed towards motor transport operations and maintenance personnel at the working level. The following are essential in the proper management of a motor transport program:

a. Assignment of motor transport personnel within the unit to include assignment to specific and key billets within the unit motor transport commodity as outlined herein.

b. Sufficient personnel made available to perform motor stables (driver's maintenance) to include incidental drivers

(1) This is a significant problem in all units that have a primary mission other than motor transport.

(2) Because operators of tactical vehicles in units other than motor transport organizations are often from MOSs other than occupational field 35XX, the additional duty requirements of tactical vehicle operators often suffer because supervisors do not allow these Marines sufficient time to perform the required first echelon/driver's maintenance. This often leads to a substantial burden on other drivers/operators or maintenance personnel.

c. Ensuring that, whenever possible, responsibility for individual vehicles is assigned to designated/specific drivers and/or sections.

d. Training Marines in MOS/mission performance. Additional guidance concerning training requirements is covered in Chapter 9 of this SOP.

e. Ensuring the periodic revision/updating of the desk top procedures and turnover files provided by the Division Motor Transport Section and the application of the procedures listed therein as delineated in MCO P4790.2B, DivO P4790.1, and this SOP.

f. Periodically monitoring quality control inspections/quality control procedures to ensure the performance of sound preventive and corrective maintenance procedures.

g. Accurate reporting of equipment readiness.

1015. ORGANIZATIONAL MOTOR TRANSPORT OFFICERS AND/OR MOTOR TRANSPORT MAINTENANCE OFFICERS (MTOs)

a. MTOs and, in those cases where the Motor Transport Officer is a Motor Transport Maintenance Officer, are directly responsible to their commanders in all matters pertaining to and affecting the administration, operation and maintenance of assigned motor transport resources. Detailed information setting forth the MTO's and motor transport maintenance officer's specific responsibilities are contained in the current edition of MCO P1200.7 (MOS Manual). All MTOs will have direct access to their commanding officers. Organizational motor transport officers:

(1 Advise the commander in motor transport matters.

(2) Plan motor transport operations.

(3) Determine requirements utilizing organic assets and motor transport augmentation from external supporting agencies.

(4) Develop a program of motor stables, operator training (to include "off road" driving techniques), preventive maintenance, convoy operations, and procedures for establishing field or combat motor pools.

(5) Keep the unit S-4 informed as to the status/combat readiness of each end item of motor transport equipment.

(6) Ensure that all personnel who operate government vehicles are properly licensed in accordance with current Marine Corps directives and Chapter 11 of this SOP and:

(a) Instructed in the proper and safe operation of the vehicle driven.

(b) Held responsible/accountable for all first echelon maintenance on the equipment being operated.

(c) Held responsible/accountable for all unfavorable Roadmaster citations or tickets issued by Military Police and documenting action taken to prevent recurrence of cited infractions of this SOP and other applicable orders and directives.

(7) Ensure that government owned motor transport assets are utilized for authorized purposes only.

(8) Regimental or parent command motor transport officers are responsible for conducting staff visits and inspections of subordinate battalions within the unit to upgrade their overall standards of operation and maintenance and to render all possible assistance to attain and maintain combat readiness.

b. Unit/organizational MTOs are responsible for all phases of motor transport operations and maintenance within their unit. Unit/organizational MTOs:

(1) Supervise and coordinate the operation and maintenance of all motor transport equipment/assets and facilities assigned to the unit.

(2) Provide the unit personnel officer with recommended assignments/reassignments of Occupational Field 35XX personnel.

(3) Develop, conduct and supervise mission-oriented and technical unit training programs.

(4) Review the T/O and T/E to ensure that motor transport personnel and equipment are best employed to support the unit mission. Ensure that T/O review input is made available to the unit MMO when completed.

(5) Conduct and/or supervise all programs pertaining to motor transport personnel, operations, maintenance, and training.

(6) Coordinate all motor transport support requirements and requesting support, as needed. This includes coordination with unit maintenance management and supply officers to ensure proper and timely management of the motor transport maintenance effort.

(7) Coordinate with the operations (S-3) and logistics (S-4) officers to ensure effective motor transport support of unit training deployments and combat operations. The unit MTO is the focal point for all internal and external motor transport support.

(8) Maintain liaison with higher and adjacent commands pertaining to motor transport matters.

(9) Supervise the maintenance of motor transport records and reports.

(10) Develop, coordinate, implement, and monitor command technical inspections for motor transport items and monitor motor transport combat readiness in all subordinate organizations of the command.

1016. ORGANIZATIONAL MOTOR TRANSPORT CHIEFS (MTCs). Organizational MTCs are responsible for all aspects of motor transport operations and maintenance within their organization. Based on the background and experience of the MTC, the organizational MTC is expected to provide technical expertise that will ensure efficient employment and management required to accomplish the organizational motor transport mission. MTCs will:

a. Assist the MTO in the planning, conduct, and supervision of all motor transport operations and maintenance efforts.

b. Assist the MTO in the organization of the motor pool/ maintenance facility.

c. Provide the MTO with recommendations regarding personnel assignments and training. This includes indoctrinating newly assigned personnel, assigning work to individuals, evaluating work performance of subordinates, recommending proficiency and conduct marks, establishing work priorities, and counselling subordinates.

d. Monitor and ensure the safe and efficient utilization and maintenance of support equipment and facilities.

e. Ensure that motor transport operators and mechanics comply with the guidance and regulations of this SOP, applicable technical manuals, and directives of higher authority.

f. Ensure the availability of tools, equipment and supplies.

1017. ORGANIZATIONAL MOTOR TRANSPORT MAINTENANCE CHIEFS. Motor Transport Maintenance Chiefs are responsible to their MTOs for all aspects of motor transport maintenance within their organization. Based on their background and experience, the Motor Transport Maintenance Chief is expected to provide technical expertise that will ensure the efficient employment and management required to accomplish the motor transport maintenance mission. Motor Transport Maintenance Chiefs will:

a. Assist the MTO in the planning, conduct, and supervision of motor transport maintenance efforts.

b. Provide the MTO with recommendations regarding personnel assignments and training. This includes indoctrinating newly assigned personnel, assigning work to individuals, evaluating work performance of subordinates, recommending proficiency and conduct marks, establishing work priorities, and counselling subordinates.

c. Monitor and ensure the safe and efficient utilization and maintenance of support equipment and facilities.

d. Ensure that mechanics comply with the instructions and regulations of this SOP, applicable technical manuals, and directives of higher authority.

e. Ensure the availability of tools, equipment and supplies

1018. ORGANIZATIONAL MOTOR TRANSPORT OPERATIONS CHIEFS (OPS CHIEFS). Motor Transport Operations Chiefs assist the MTO in the planning and supervision of motor transport operations, in addition to conducting investigations of motor vehicle accidents and preparing or coordinating accident investigation reports. Operations Chiefs will:

a. Organize and conduct technical on the job training (OJT) for "incidental operators" and prepare and update lesson plans.

b. Supervise convoy operations, schedule the use of material handling equipment, inspect vehicle loads, requesting wrecker support, and supervise the staging of vehicles.

c. Supervise dispatching operations, determine validity of transportation requests, supervise preparation and maintenance of records and reports, and inspect required forms and records.

d. Supervise operator maintenance, inspect equipment, and deadline vehicles found unsafe.

e. Prepare and supervise safety programs, research directives, and develop/improve work methods and procedures.

f. Maintain a record of assignments, maintain vehicle usage data, and investigate misuse of vehicles.

g. Prepare or draft routine official correspondence pertaining to motor transport operations personnel and equipment.

1019. ORGANIZATIONAL MOTOR TRANSPORT DISPATCHERS. Only personnel assigned in writing by the unit commanding officer or MTO are authorized to dispatch military vehicles. The responsibilities/ duties of Motor Transport Dispatchers are discussed in detail in Chapter 10 of this SOP. Figure 1-4 (located at the end of this chapter) is a sample format of an appointment letter for Motor Transport Dispatchers.

1020. ORGANIZATIONAL MOTOR TRANSPORT CALIBRATIONS CONTROL REPRESENTATIVES. The responsibilities/duties of Calibration Control Representatives are discussed in detail in Chapter 2 of this SOP. Figure 1-5 (located at the end of this chapter) is a sample format of an appointment letter for Calibration Control Representatives.

1021. ORGANIZATIONAL MOTOR TRANSPORT EMBARKATION REPRESENTATIVES

a. Embarkation Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the current editions of MCO P4790.2_ and this SOP.

b. Embarkation Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Embarkation Program.

c. Embarkation Representatives are responsible for ensuring that all motor transport assets to include cleaning supplies and administrative materials necessary to support motor transport equipment are prepared and readied for embarkation on short notice.

d. Embarkation Representatives are responsible for:

(a) Ordering sufficient embarkation (MOUNT OUT) boxes for all motor transport assets.

(b) Ensuring embarkation boxes and tactical vehicles are correctly stencilled/marked in accordance with applicable and current directives.

(c) Coordinating with the unit Embarkation Officer and assigning appropriate tactical marking numbers whenever a new embarkation box is received.

e. Mount out boxes will be stored within the unit motor pool unless space requirements dictate that other arrangements are necessary.

f. Embarkation Representatives will conduct semi-annual inspections/inventories of all embarkation boxes, verifying that all markings are correct in accordance with the unit Embarkation SOP, and ensuring that there are sufficient quantities of embarkation boxes on hand to move the entire motor transport inventory in the event of a call up or unit deployment.

g. Embarkation Representatives will review the status of the Motor Transport Commodity Embarkation Program by reviewing the checklist provided in the Division or Unit Embarkation SOP.

h. Figure 1-6 (located at the end of this chapter) is a sample format of an appointment letter for Embarkation Representatives.

1022. ORGANIZATIONAL MOTOR TRANSPORT MIMMS/EQUIPMENT RECORDS REPRESENTATIVES

a. The mission of the MIMMS/Equipment Records Representative is to provide MIMMS/Equipment Records support for the motor pool and to submit and monitor all associated transactions and reports. MIMMS/Equipment Records Representatives will:

(1) Assist the MTO and the Maintenance Chief in the coordination of all motor transport maintenance activities, including the planning for and supervision of the evacuation of motor transport equipment requiring maintenance beyond the unit's authorized level of maintenance as stated in the T/O Cover Letter.

(2) Be familiar with all maintenance and motor transport related regulations, orders, directives, memorandums, etc. Working with the Publications Control Representative, help to ensure that all of the above are maintained and/or placed on valid requisition.

(3) Monitor the status of all combat essential motor transport items assigned to the unit and request assistance/ guidance whenever necessary.

(4) Help to resolve equipment readiness problems using existing supply system, MIMMS, and SASSY reports.

(5) Inspect, review, and monitor all maintenance programs and equipment records related to motor transport maintenance.

(6) Review the unit Motor Transport and Maintenance Management SOPs.

(7) Assist in the planning, organization, and coordination of the utilization of all organizational level maintenance resources.

(8) Oversee and track all motor transport items listed on the LM-2 or locally produced Deadline Report and provide recommendations when required.

(9) Act as the coordinating/central point for all MIMMS transactions/matters involving external activities. Serve as the unit point of contact with the supporting intermediate level maintenance activity with regards to repairs conducted on motor transport items or components of motor transport items belonging to the unit.

(10) Act as the unit's point of contact with regards to monitoring ORF exchanges.

(11) Using MIMMS/AIS Reports, analyze maintenance data to evaluate and document equipment performance.

(12) Serve as a point of contact for all motor transport items under warranty or test and evaluation.

(13) Reconcile with Supply/MMO and validate requisition documents. Reconcile with Maintenance Float and other 3d echelon maintenance activities holding equipment from the unit.

(14) If applicable, maintain the motor transport Pre-Expended Bin, Broken Issue Bin, and Parts Layette Bins.

b. In addition to the above listed duties, MIMMS/Equipment Records Representatives are directed to inform the MTO/MTC of any and all additions and deletions to the LM-2 or locally produced Deadline Report. MIMMS/Equipment Records Representatives will also monitor the following reports:

(1) Daily Process Reports (DPR).

(2) Weekly Exception Reports, LM-2s, EDLs

3) Weekly Owning Unit TAM Report.

(4 Weekly Material Report

c. Figure 1-7 (located at the end of this chapter) is a sample format of an appointment letter for MIMMS/Equipment Records Representatives.

1023. ORGANIZATIONAL MOTOR TRANSPORT OVE/OVM CONTROL REPRESENTATIVES. The duties of OVE/OVM Control Representatives can be carried out by or assigned to any Marines serving in the motor pool and requires minimal time and effort once a system is established for monitoring/tracking OVE/OVM within the unit.

a. More specific guidance for Marines serving in this billet is included in Chapter 13 of this Order.

b. Figure 1-8 (located at the end of this chapter) is a sample format of an appointment letter for OVE/OVM Control Representatives.

1024. ORGANIZATIONAL MOTOR TRANSPORT PUBLICATIONS CONTROL REPRESENTATIVES. The responsibilities/duties of Publications Control Representatives are discussed in detail in Chapter 2 of this SOP. Figure 1-9 (located at the end of this chapter) is a sample format of an appointment letter for Publications Control Representatives.

1025. ORGANIZATIONAL MOTOR TRANSPORT SAFETY REPRESENTATIVES Responsibilities/duties of Safety Representatives are discussed in detail in Chapter 14 of this SOP. Figure 1-10 (located at the end of this chapter) is a sample format of an appointment letter for Safety Representatives.

1026. ORGANIZATIONAL MOTOR TRANSPORT TRAINING REPRESENTATIVES. Responsibilities/ duties of Training Representatives are discussed in detail in Chapter 9 of this SOP. Figure 1-11 (located at the end of this chapter) is a sample format of an appointment letter for Training Representatives.

1027. ORGANIZATIONAL MOTOR TRANSPORT MODIFICATIONS CONTROL REPRESENTATIVES. The responsibilities/duties of Modifications Control Representatives are discussed in detail in Chapter 2 of this SOP. Figure 1-12 (located at the end of this chapter) is a sample format of an appointment letter for Modifications Control Representatives.

1028. ORGANIZATIONAL MOTOR TRANSPORT LICENSING REPRESENTATIVES. The duties of Organizational Licensing Representatives can be assigned to any of the Marines serving in the motor pool and requires minimal time and effort once a system is established for monitoring/tracking licensed Marines within the unit.

a. More specific guidance for the Marines serving in this billet is included in Chapter 11 of this Order.

b. Figure 1-13 (located at the end of this chapter) is a sample format of an appointment letter for Marines serving in the Licensing Representative billet.

1029. ORGANIZATIONAL MOTOR TRANSPORT PRE-EXPENDED BIN CONTROL REPRESENTATIVES. The duties of Pre-Expended Bin Control Representatives can be carried out or assigned to any Marines serving in the motor pool and requires minimal time and effort once a system is established for monitoring/tracking the usage of Pre-Expended Bins within the unit. Pre-Expended Bin Control Representatives are normally also responsible for management of the motor pool Layette Bins and Broken Unit of Issue Bins.

a. More specific guidance for the Marines serving in this billet is included in Chapter 12 of this Order.

b. Figure 1-14 (located at the end of this chapter) is a sample format of an appointment letter for Pre-Expended Bin Control Representatives.

1030. ORGANIZATIONAL MOTOR TRANSPORT QUALITY CONTROL INSPECTORS (QCIs). Quality Control Inspectors provide essential services which include the inspection of all motor transport equipment inducted into the maintenance cycle and/or returned after maintenance or loan to a unit/activity external to the owning unit.

a. QCIs will ensure that all paperwork regarding the induction into maintenance, temporary loan, or return of motor transport equipment to service with the owning unit is conducted in a timely manner.

b. QCIs will assist the MTO/MTC in their efforts to monitor and inspect all administrative areas within the commodity to include modifications, calibrations, tool control, etc.

c. QCIs will ensure that Quality Deficiency Reports (QDRs) (SF 368) are submitted in a timely manner when discrepancies are noted.

(1) Instructions for completing Quality Deficiency Reports (QDRs) are contained in MCO 4855.10.

(2) The proper routing channels for QDRs begins at the commodity level through the unit MTO/MTC, Maintenance Management Officer/Chief and then forwarded to Marine Corps Logistics Base, Albany, Georgia, via the chain of command.

(3) Responses from Marine Corps Logistics Base, Albany are sent directly to the submitting unit. Therefore, it is required that, once a response from Marine Corps Logistics Base, Albany, Georgia is received, all elements within the chain of command be informed of the contents of the response.

(4) QCIs will ensure that Quality Deficiency Reports (QDRs) are retained on file ("inspection ready" at all times) and will be retained in a file specifically established to monitor and track all of the unit's QDRs.

d. QCIs will become familiar with the "Operator/Crew Preventive Maintenance Checks And Services" Checklist provided by the Division Motor Transport Section (Figure 1-15, located at the end of this chapter).

e. QCIs will be familiar with the "Quality Control/Safety Inspection Checklist" provided by the Division Motor Transport Section (Figure 1-16, located at the end of this chapter).

f. QCIs will ensure that:

(1) Upon receipt of any equipment (either new or recently fielded or new, but already held items), the equipment is inducted into the MIMMS system and undergoes an Acceptance LTI by a qualified mechanic under the supervision of the QCI.

(2) Every time an item or piece of equipment is returned to the unit from 3d Maintenance Battalion, the QCI completes (fills out) a "QUALITY CONTROL FEEDBACK" form, files a copy for shop use as a reference, and returns the original to 3d Maintenance Battalion via "on-island" mail.

(3) The "INSPECTED BY" block of the ERO (Equipment Repair Order - NAVMC 10245) when completed after corrective or preventive maintenance is signed by the QCI.

(4) "LIMITED TECHNICAL INSPECTION SHEETS" and "SEMI-ANNUAL CHECKLIST INSPECTION SHEETS" are properly completed and filed by equipment type/category.

g. QCIs will ensure that all motor transport equipment coming from IROAN and the R & E programs are inspected when received.

h. Figure 1-17 (located at the end of this chapter) is a sample format of an appointment letter for Marines serving as QCIs.

1031. ORGANIZATIONAL MOTOR TRANSPORT TOOL CONTROL REPRESENTATIVES The duties/responsibilities of Tool Control Representatives are discussed in detail in Chapter 13 of this SOP. Figure 1-18 (located at the end of this chapter) is a sample format of an appointment letter for Tool Control Representatives.

1032. APPOINTMENT LETTERS. Billets requiring Turnover Folders or Desk Top Procedures will have both a primary and an alternate appointed in writing or will be so designated in the Motor Transport Officer's Turnover Folder. Refer to Figures 1-4 through 1-14 and Figures 1-17 and 1-18.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

To: _____/_____/_____/_____ (Primary)
Rank Name SSN MOS
_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS MOTOR TRANSPORT DISPATCHER

Ref: (a) MCO P4790.2_
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the Motor Transport Dispatcher (Primary/Alternate) for the Motor Transport commodity.

2. Motor Transport Dispatchers are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Motor Transport Dispatchers are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Motor Transport Dispatcher/Licensing Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-4.--Motor Transport Dispatcher Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

To: _____/_____/_____/_____ (Primary)
Rank Name SSN MOS
_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS CALIBRATION CONTROL REPRESENTATIVES

Ref: (a) MCO P4790.2_
(b) DivO P11240.16
(c) TI 4733-15/1_

1. As directed by the references, the Marines identified above are assigned as the Calibration Control Representatives (Primary/ Alternate) for the Motor Transport commodity.

2. Calibration Control Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Calibration Control Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Calibrations Control Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-5.--Calibrations Control Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

To: _____/_____/_____/_____ (Primary)
Rank Name SSN MOS
_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS EMBARKATION REPRESENTATIVES

Ref: (a) MCO P4790.2_
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the Embarkation Representatives (Primary/Alternate) for the Motor Transport commodity.

2. Embarkation Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Embarkation Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Embarkation Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-6.--Embarkation Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

To: _____/_____/_____/_____ (Primary)
Rank Name SSN MOS
_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS MIMMS/EQUIPMENT RECORDS REPRESENTATIVES

Ref: (a) MCO P4790.2_
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the MIMMS/Equipment Records Representatives (Primary/ Alternate) for the Motor Transport commodity.

2. MIMMS/Equipment Records Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. MIMMS/Equipment Records Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity MIMMS/Equipment Records Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-7.--MIMMS/Equipment Records Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

To: _____/_____/_____/_____ (Primary)
Rank Name SSN MOS
_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS ON VEHICLE EQUIPMENT/ON VEHICLE MATERIAL (OVE/OVM) CONTROL REPRESENTATIVES

Ref: (a) MCO P4790.2_
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the On Vehicle Equipment/On Vehicle Material (OVE/OVM) Control Representatives (Primary/Alternate) for the Motor Transport commodity.

2. OVE/OVM Control Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. OVE/OVM Control Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity OVE/OVM Control Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-8.--On Vehicle Equipment/On Vehicle Material (OVE/OVM) Control Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

_____/_____/_____/_____ (Primary)
Rank Name SSN MOS

_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS PUBLICATION CONTROL REPRESENTATIVES

(a) MCO P4790.2
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the Publication Control Representatives (Primary/ Alternate) for the Motor Transport commodity.

2. Publication Control Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Publication Control Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Publications Control Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-9.--Publication Control Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

Motor Transport Officer, _____

_____/_____/_____/_____ (Primary
Rank Name SSN MOS

_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS SAFETY REPRESENTATIVES FOR THE MOTOR POOL

(a) MCO P4790.2_
(b) DivO P11240.16_
(c) DivO P5100.11_

1. As directed by the references, the Marines identified above are assigned as the Motor Transport Commodity Safety Representatives (Primary/Alternate) for this unit.

2. Motor Transport Commodity Safety Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Motor Transport Commodity Safety Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Safety Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-10.--Safety Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

_____/_____/_____/_____ (Primary)
Rank Name SSN MOS

_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS TRAINING REPRESENTATIVES

Ref: (a) MCO P4790.2
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the Training Representatives (Primary/Alternate) for the Motor Transport commodity.

2. Training Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Training Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Training Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-11.--Training Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

Rank	Name	SSN	MOS	
_____	_____	_____	_____	(Primary)
_____	_____	_____	_____	(Alternate)

Subj: APPOINTMENT AS MODIFICATION CONTROL REPRESENTATIVES

(a) MCO P4790.2_
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the Modification Control Representatives (Primary/ Alternate) for the Motor Transport commodity.

2. Modification Control Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Modification Control Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Modifications Control Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-12.--Modifications Control Representatives Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

To: _____/_____/_____/_____ (Primary)
Rank Name SSN MOS
_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS MOTOR TRANSPORT LICENSING REPRESENTATIVES

Ref: (a) MCO P4790.2_
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the Motor Transport Licensing Representatives (Primary/ Alternate) for the Motor Transport commodity.

2. Motor Transport Licensing Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Motor Transport Licensing Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Motor Transport Licensing Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-13.--Licensing Representatives Appointment Letter Format.

OPERATOR/CREW PREVENTIVE MAINTENANCE CHECKS AND SERVICES

VEHICLE NUMBER:_____ VEHICLE TYPE: MILEAGE:

TYPE OF PREVENTIVE MAINTENANCE (CHECK ONE):

WEEKLY: MONTHLY:_____ MOTOR STABLES:_____

REMARKS: LIST ITEM NUMBER FROM THE TECHNICAL MANUAL AND PROVIDE A BRIEF DESCRIPTION OF THE PROBLEM REQUIRING ORGANIZATIONAL (SECOND ECHELON) MAINTENANCE ACTION. DO NOT LIST OPERATOR/CREW MAINTENANCE REQUIREMENTS. SEE ADDITIONAL INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM.

ITEM NUMBER	DEFECT	MECHANIC'S INITIALS

I have accomplished all tasks in accordance with the guidance/ instructions listed in the applicable technical/operator's manual.

DATE	OPERATOR'S NAME (PRINTED)	SIGNATURE

I certify that all operator's (first echelon) maintenance has been accomplished and all 2d echelon maintenance defects/discrepancies are annotated above.

DATE	SUPERVISOR'S NAME (PRINTED)	SIGNATURE

Maintenance action taken/initiated:

DATE	MECHANIC'S NAME (PRINTED)	SIGNATURE

Figure 1-15.--Operator/Crew Preventive Maintenance Checks and Services Checklist.

ADDITIONAL INSTRUCTIONS

OPERATOR INSTRUCTIONS

1. THIS FORM WILL BE USED IN CONJUNCTION WITH THE OPERATOR'S MANUAL AND THE LUBRICATION ORDER/LUBRICATION INSTRUCTION AS THEY APPLY TO YOUR VEHICLE.

2. ONLY DEFECTS BEYOND THE OPERATOR'S/CREW'S CAPABILITY WILL BE LISTED ON THIS FORM.

3. OPERATORS WILL CONDUCT/ACCOMPLISH PREVENTIVE MAINTENANCE CHECKS AND SERVICES BY ITEM NUMBER FROM THE TECHNICAL MANUAL (TM). ANY DEFECTS NOTED WILL BE LISTED ON THIS FORM BY ITEM NUMBER, IN SEQUENCE, AND REPORTED TO ORGANIZATIONAL MAINTENANCE FOR CORRECTIVE ACTION.

4. ANY DEFECTS CORRECTED BY MECHANICS DURING MOTOR STABLES WILL BE "INITIALED OFF" BY THE MECHANIC INDICATING THAT THE DEFECT HAS BEEN CORRECTED.

5. THIS FORM WILL RETAINED ON FILE BY THE UNIT DISPATCHER (OR "OPERATIONS") FOR A PERIOD OF THIRTY DAYS.

ORGANIZATIONAL MAINTENANCE ACTION

1. OPEN AN ERO AND RETURN THIS FORM TO OPERATIONS.

2. FOR NON-CRITICAL PARTS, ASSIGN AN ERO NUMBER WITHIN 72 HOURS

3. IF SAFETY DEADLINED, OPEN AN ERO WITHIN 48 HOURS.

4. IF COMBAT DEADLINED, OPEN AN ERO WITHIN 24 HOURS.

5. THE DATE BY WHICH MAINTENANCE SIGNS THIS FORM SHOULD BE NO MORE THAN 3 DAYS FROM THE DATE OF COMPLETION.

ITEM NUMBER	NUMBER	MECHANIC'S INITIALS

Figure 1-15.--Operator/Crew Preventive Maintenance Checks and Services Checklist--Continued.

QUALITY CONTROL/SAFETY INSPECTION CHECKLIST

(Staple to Trip Ticket)

VEHICLE NUMBER:_____ VEHICLE TYPE:

REMARKS: LIST ITEM NUMBER FROM THE TECHNICAL MANUAL AND PROVIDE A BRIEF DESCRIPTION OF THE PROBLEM REQUIRING ORGANIZATIONAL (SECOND ECHELON) MAINTENANCE ACTION. DO NOT LIST OPERATOR/CREW MAINTENANCE REQUIREMENTS.

ITEM NUMBER	DEFECT	INSPECTOR'S INITIALS

_____ _____

OPERATOR'S NAME (PRINTED) SIGNATURE

I certify that this vehicle is MISSION CAPABLE and may be dispatched.

_____ _____ _____

DATE INSPECTOR'S NAME (PRINTED) SIGNATURE

I certify that this vehicle is NOT MISSION CAPABLE and may not be dispatched.

_____ _____ _____

DATE INSPECTOR'S NAME (PRINTED) SIGNATURE

Maintenance action taken/initiated:

_____ _____ _____

DATE MECHANIC'S NAME (PRINTED) SIGNATURE

Figure 1-16.--Quality Control/Safety Inspection Checklist.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

_____/_____/_____/_____ (Primary)
Rank Name SSN MOS

_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS QUALITY CONTROL INSPECTORS

(a) MCO P4790.2_
(b) DivO P11240.16_

1. As directed by the references, the Marines identified above are assigned as the Quality Control Inspectors (Primary/Alternate) for the Motor Transport commodity.

2. Quality Control Inspectors are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Quality Control Inspectors are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Quality Control Program as set forth in the references.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures

//Signature//

Figure 1-17.--Quality Control Inspectors Appointment Letter Format.

UNITED STATES MARINE CORPS
//Unit Heading//
3d Marine Division (-) (Rein) FMF
APO AP 96602

SSIC
CODE
DATE

From: Motor Transport Officer, _____

_____/_____/_____/_____ (Primary)
Rank Name SSN MOS

_____/_____/_____/_____ (Alternate)
Rank Name SSN MOS

Subj: APPOINTMENT AS TOOL CONTROL REPRESENTATIVES

(a) MCO P4790.2_
(b) DivO P11240.16

1. As directed by the references, the Marines identified above are assigned as the Tool Control Representatives (Primary/Alternate) for the Motor Transport commodity.

2. Tool Control Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the references.

3. Tool Control Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Tool Control Program.

4. This letter supersedes all previous letters of appointment and is rescinded upon transfer from this command. You are directed to retain a copy of this appointment letter in your Desk Top Procedures.

//Signature//

Figure 1-18.--Tool Control Representatives Appointment Letter Format.

CHAPTER 2

MAINTENANCE ADMINISTRATION

CHAPTER 2

MAINTENANCE ADMINISTRATION

2000. GENERAL. It is intended that maintenance administration within all 3d Marine Division motor transport commodities be standardized to the maximum extent possible. This objective is established to ensure a smooth and rapid transition between motor transport billets whenever personnel are transferred from one Division unit to another. In garrison, intra-division transfers are not common, however, there are situations when motor transport personnel are moved from one unit to another. In combat operations personnel are much more likely to be transferred from one unit to another to fill critical shortages.

2001. DESK TOP PROCEDURES AND TURNOVER FOLDERS. Frequent personnel changes within units may result in a lack of expertise and continuity in day-to-day operations. Proper use of Desk Top Procedures and Turnover Folders greatly alleviates this situation and improves the overall efficiency of an organization. Desk Top Procedures and Turnover Folders will be established and maintained as required by the current editions of Marine Corps Order P4790.2_ and Division Order P4790.1_. Desk Top Procedures and Turnover Folders will be simply organized and standardized throughout the 3d Marine Division. Accordingly, the information contained in the following subparagraphs will serve as a guide to supplement the current editions of MCO P4790.2 and DivO P4790.1 .

1. Desk Top Procedures. Desk Top Procedures are nothing more than an easy to follow listing of daily duties and the procedures taken to accomplish those tasks in a organized and efficient manner in compliance with established guidelines and regulations. Desk Top Procedures must be brief and concise. Specific procedures should be easy to follow and practical to the extent that the incumbent in the billet could be replaced without contact and billet functioning would continue.

a. Maintenance. Desk Top Procedures will be maintained by billets involving administrative functions. A thorough review of and updating of published Desk Top Procedures will be accomplished on a quarterly basis by the Marine assigned to a billet requiring Desk Top Procedures.

b. Billets Requiring Desk Top Procedures. The following billets within a motor pool are required to maintain Desk Top Procedures:

1) Licensing Representatives.

(2) Dispatching Representatives.

3) Safety Representatives.

4 Embarkation Representatives.

(5) Quality Control Inspectors.

6) Tool Control Representatives.

Calibrations Control Representatives.

Modifications Control Representatives.

Publications Control Representatives.

(10) MIMMS/Equipment Records Representatives.

(11) Pre-Expended Bins Control Representatives.

(12) On Vehicle Equipment (OVE)/On Vehicle Materials (OVM) Control Representatives.

13) Training Representatives

c. Contents. Desk Top Procedures will include a listing of current references, procedures for carrying out required duties, points of contact with telephone numbers, and reports required. Standardized copies of Desk Top Procedures are available from the Division Motor Transport Officer and will be provided on request. All Desk Top Procedures will be tabbed to ensure uniformity and simplify use of the Desk Top Procedures by replacement personnel assigned to one of the billets in which there is a requirement for published Desk Top Procedures. Desk Top Procedures will include the following "tabs":

"A": Listing of current references.

"B": Procedures for carrying out required duties.

(3) "C": Points of contact with telephone numbers.

"D": Reports required

(5) Additional "tabs" are authorized when there is a definite requirement for amplification of required procedures.

d. Desk Top Procedures should not be cumbersome and/or require excessive effort to use as a quick reference to get a mission/task accomplished. The Desk Top Procedures that are available from Division Motor Transport include Tab "E" for appointment letters (if utilized) and Tab "F" for miscellaneous information. Desk Top Procedures are documents that provide a general description of billet responsibilities and are to be contained in a binder, indexed, and "tabbed" to facilitate their use.

2. Turnover Folders. Turnover Folders are documents that provide a detailed description of the duties inherent to a particular billet within a commodity and are to be contained in a binder, indexed, and "tabbed" to facilitate their use. Turnover Folders will include information about policy, personnel, status of pending projects, references, management controls, functioning of the section, and ways and means of accomplishing routine as well as infrequent tasks and should include other such information as would be of value to an individual newly assigned to the billet. Figure 2-1 offers additional guidance regarding the policy for, and use of Turnover Folders.

a. Maintenance. Turnover Folders will be maintained by billets involving administrative and management functions. A thorough review of and updating of published Turnover Folders will be accomplished on a quarterly basis by the Marine assigned to a billet requiring Turnover Folders.

b. Billets Requiring Turnover Folders. The following billets within a motor pool are required to maintain Turnover Folders:

(1) Motor Transport Officers (MTOs).

(2 Assistant Motor Transport Officers (A/MTOs).

(3) Motor Transport Maintenance Officers.

(4) Motor Transport Chiefs (MTCs).

(5) Motor Transport Maintenance Chiefs.

(6) Motor Transport Operations Chiefs

c. Contents. Standardized copies of Turnover Folders are available from the Division Motor Transport Officer and will be provided on request. All Turnover Folders will be tabbed to ensure uniformity and simplify use of the Turnover Folders by replacement personnel assigned to one of the billets in which there is a requirement for published Turnover Folders. Turnover Folders will include the following "tabs":

ADDITIONAL INFORMATION AND GUIDANCE REGARDING TURNOVER FOLDERS

1. Turnover Folders will be established for individuals who hold key maintenance and maintenance management billets. A Turnover Folder will include information about policy, personnel, status of pending projects, references, management controls, and ways to accomplish routine as well as infrequent tasks. Turnover Folders will also include such other information as would be of value to a newly assigned individual to that billet.

2. All units within the Third Marine Division will arrange Motor Transport Turnover Folders with an index and tab system to permit ease in changing the sections which require frequent updating/ modification. The contents of Turnover Folders should be directed towards rendering maximum assistance to the incoming relief.

3. Turnover Folders belonging to outgoing (rotating) UDP battalions should be reviewed and copied by the incoming unit's advance party. This will enhance the transition of the rotating unit and provide new personnel the opportunity to ask questions prior to the outgoing unit's departure/rotation.

Figure 2-1.--Additional Information Regarding Turnover Folders.

1 Tab "A": Assignment/Appointment Letter

(2 Tab "B": Title of the Billet (Including T/O and Line Number), Report to/Chain of Command, and Subordinate Billets. (To whom the Marine occupying the billet reports, and subordinate billets thereof).

(3 Tab "C": Mission of the Billet and Broad Billet Responsibilities.

(4) Tab "D": Functions Involved in Accomplishing the Mission.

(5) Tab "E": Tasks and Basic Operations Regularly Performed when Accomplishing Specific Functions.

(6) Tab "F": List of Orders and Directives Pertinent to the Billet.

(7) Tab "G": Required Reports. (List Suspense Dates).

(8) Tab "H": Activity/Personal Contacts, relationships with Other Activities. (Relationships with activities both in and not in the official chain of command, including unofficial liaison and coordinating functions. Include brief statements regarding the types of matters or concerns these agencies handle or may be contacted for).

(9) Tab "I": Important Phone Numbers. Contacts within or external to the command, listing telephone numbers and addresses.

(10) Tab "J": Past, Present, and Pending Projects should be itemized and continually kept current. A short list of past projects considered unusually important, a status report of each pending project, and a brief outline of projects considered worthwhile for future implementation should all be included.

(11 Tab "K": Miscellaneous information should include administrative or operational procedures peculiar to the billet, such as dual responsibility for certain functions or limitations in responsibility or authority within particular functions.

d. Turnover Folders should not be too cumbersome or require excessive effort to use as a quick reference to get a mission/task accomplished, however, they should contain enough detailed information to ensure that a replacement into the billet to which the Turnover Folder applies can accomplish the mission. Turnover Folders should be arranged in such a manner as to permit ease in changing those sections requiring frequent modification. The degree of detail included must necessarily be flexible and is subject to the discretion of organizational commanders. An important consideration is that the content of folders should be directed towards rendering maximum assistance to the relief.

2002. PROJECT FOLDERS. Project Folders contain information relating to specific projects or tasks assigned to key billet holders within a motor pool. Project Folders should contain all related correspondence, significant reference material, and a list of milestones (if applicable or needed) and should be developed to show projected completion dates when applicable. Project Folders should be well organized, complete, and the subject matter easily understood. Project Folders are normally used to help managers track long term projects and offer a means to quickly access and pass along needed information. Project Folders are not required documents and therefore, are not subject to inspection.

2003. PUBLICATIONS

1. General. Commanders will ensure that appropriate/applicable directives and publications, both non-technical and technical, are on hand in sufficient quantity to meet all known requirements and contingency deployments. The management of technical publications libraries will be in accordance with current orders and directives Management is continuous and will require periodic inspection, reconciliation and supervision.

2. Determining requirements for publications

a. Figure 2-2 is a step-by-step listing of the procedures required to set up a technical publications library and may also be used as a guide to conduct a publications inventory. Additional guidance is contained in the current edition of MCO P4790.2.

b. Pertinent orders, directives, and publications that apply to the operation of motor pools are listed in Figure 2-3 and must be maintained by all 3d Marine Division motor pools.

SOP FOR MOTOR TRANSPORT

STEP ONE

Determine the types of equipment rated or supported by reviewing the T/E, T/O, allowance list, and any special allowances.

STEP TWO

Draft a list of the types of equipment rated or supported by the unit by nomenclature and I.D. Number.

STEP THREE

Utilizing the SL 1-2, compile a list of all publications rated, by researching each item's I.D. Number. The SL 1-2 will list all publications for a given I.D. Number. Publications Control Representatives will determine the publications required by their unit for up to the T/E authorized level of maintenance.

STEP FOUR

Determine the number of copies required by considering:

(a) The unit's concept of employment as stated in the T/O cover letter.

(b) Contingency plans, deployments, and mobilizations.

(c) Shop organization and layout

(d) The quantity and type of equipment supported.

(e) Working conditions, i.e., are publications going to be used in a clean shop, or will they be used outside in the rain, snow, etc. or around grease, oil etc.?

The following is a list of Marine Corps Orders and directives which will assist in establishing a library:

(a) MCO P5215.1 (The Marine Corps Directives System) provides a uniform method for issuing and maintaining directives.

(b) MCO P5215.17 (Marine Corps Technical Publications System) covers procedures for issuing publications which support Marine Corps material and equipment and outlines how to identify and control publications.

Figure 2-2.--Procedures for Setting up a Technical Publications Library

(c) MCO P5600.31 (Marine Corps Publications and Printing Regulations) contains information about the Marine Corps publication system, sources, Allowances, distribution, indexes, and special listings.

(d) SL 1-1 (Introduction to USMC Stock List Publications) contains instructions for the use of all Stock Lists (SLs) in the Marine Corps publications inventory.

(e) SL 1-2 (Index to Authorized Publications for Equipment Support) lists authorized publications required for supply and maintenance support of equipment. This "SL" will be used to determine the publications required to maintain each items of equipment.

(f) SL 1-3 (Index of Authorized Publications in Stock) lists all types of publications available through the Marine Corps Supply Activity or through other military services or from commercial contractors which the Marine Corps has adopted and authorized for use.

(g) SL-3 (Components List) lists all components/accessories for collection type supply items, such as major combinations, systems, vehicles, groups, outfits, sets, and/or assortments. All collateral material required to complete the end item is also identified. The SL-3 is used to inventory end item components.

(h) SL-4 (Repair Parts List) lists/identifies items and materials required to maintain end items, components, and major assemblies.

(i) SL 6-1 (Application List for End Items and Components) serves as a cross reference of all centrally managed end items, major components, secondary repairables, and modification kits which have I.D. Numbers assigned.

(j) SL 6-2 (Application List) lists all supply system items in National Stock Number (NSN) sequence.

(k) The TAM (Table of Authorized Materials) specifies Marine Corps furnished end items or material authorized for issue to FMF units with pertinent logistics planning data.

(l) EAF (Equipment Allowance File) lists allowances of authorized equipment for each organization within the Fleet Marine Force down to company and battery level.

Figure 2-2.--Procedures for Setting up a Technical Publications Library--Continued.

PUBLICATION CONTROL NUMBER:	SHORT TITLE:	DESCRIPTIVE TITLE:
102 004305	MCO P1070.12	IRAM
102 007600	MCO P1200.7	MOS MANUAL
102 015209-	MCO 1500.40	TRAINING PHILOSOPHY
	MCO 1510.68	INDIVIDUAL TRAINING STANDARDS
102 021800	MCO 1650.17	MILITARY INCENTIVE AWARDS PROGRAM
102 029733	MCBUL 3000	MARES/READINESS REPORTABLE EQUIPMENT
102 030451	MCO P3000.11	MARES INTRODUCTORY POLICY MANUAL
102 047300	MCO 4400.16	UNIFORM MATERIAL MOVEMENT
102 050200	MCO P4400.82	REGULATED/CONTROLLED ITEM MANAGEMENT MANUAL
102 050400	MCO P4400.84	SPECIAL PROGRAMS MANUAL
102 052474	MCO P4400.150	CONSUMER LEVEL SUPPLY POLICY MANUAL
102 052494	MCO 4400.170	CONTROL AND ACCOUNTABILITY OF PETROLEUM
102 065100	MCO 4710.8	CRITERIA FOR DETERMINING ECONOMIC REPAIRS
102 065264	MCO 4731.1	JOINT OIL ANALYSIS PROGRAM
102 065280	MCO 4733.1	MARINE CORPS TMDE CAMP
102 065450	MCO P4790.1	MIMMS INTRODUCTORY MANUAL
102 065451	MCO P4790.2	MIMMS FIELD PROCEDURES MANUAL
102 066107	MCO 4855.10	QUALITY DEFICIENCY REPORTING

Figure 2-3.--List of Orders, Directives, and Publications Pertinent to the Operation and Management of a Motor Pool

102 066107	MCO 4855.10	QUALITY DEFICIENCY REPORTING
102 072300	MCO 5100.19	MARINE CORPS TRAFFIC SAFETY PROGRAM
102 072900	MCO 5110.1	MOTOR VEHICLE TRAFFIC SUPERVISION
102 075663	MCBul 5215	SEMI-ANNUAL PUBLICATIONS LISTING
102 075700	MCO P5215.1	MARINE CORPS DIRECTIVES SYSTEM
102 075902	MCO P5215.17	MARINE CORPS TECHNICAL PUBLICATIONS SYSTEM
102 086500	MCO P5600.31	MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS
102 110130	MCO 10200.2	ADVANCED LOGISTICS ORDER GENERAL MECHANIC'S TOOL KIT
102 110131	MCO 10200.3	ADVANCED LOGISTICS ORDER TOOL SET (COMMON NUMBER ONE)
102 112272	MCO 10510.60	ADVANCED LOGISTICS ORDER STE-ICE-R
102 116000	MCO 11240.19	MOTOR TRANSPORT REPAIR PARTS
102 117100	MCO 11240.66	STANDARD LICENSING PROCEDURES
102 117624	MCO 11240.84	TACTICAL VEHICLE MAINTENANCE EXCEPTIONS
	MCO 11240 (SERIES)	APPROPRIATE ADVANCED LOGISTICS ORDERS
102 118000	MCO 11262.2	LOAD TESTING CRANES AND WRECKERS
	FMFPAC 4750.1	EMBARKATION MARKING PROCEDURES
	FMFPAC 5210.3	DESKTOP PROCEDURES/TURNOVER FOLDERS
	FMFPAC P11240.2	SOP FOR MOTOR TRANSPORT

Figure 2-3.--List of Orders, Directives, and Publications Pertinent to the Operation and Management of a Motor Pool--Continued.

		DIVO P4790.1	MIMMS SOP
		DIVO P4790.3	CRISP NOMINATIONS
		DIVO P4790.7	SOP FOR MAINTENANCE STAND-DOWNS
		DIVO P5100.2	SOP FOR CARC PAINT
		DIVO 5101.1	MOTOR VEHICLE ACCIDENT PREVENTION PROGRAM
		DIVO 5210.3	DESKTOP PROCEDURES/TURNOVER FOLDERS
		DIVO 11240.16_	SOP FOR MOTOR TRANSPORT
		MCBJO 11200.1	MOVEMENT OF OVERSIZED VEHICLES ON GOJ ROADS
		BO 11240.35	USE OF THE OKINAWA EXPRESSWAY
210	223900	NAVSEA OP2239	EXPLOSIVE DRIVERS
100	013355	NAVMC 2667	MINI DICTIONARY/LOGISTICS
100	013450	NAVMC 2761	CATALOG OF PUBLICATIONS
139	000422	FMFM 4-9	MOTOR TRANSPORT
140	041500	FMFRP 4-15	PREVENTIVE MAINTENANCE GUIDE FOR COMMANDERS
		USFK PAM 385-2	GUIDE TO SAFE DRIVING IN KOREA
188	440128	UM 4400-124	FMF SASSY USING UNIT PROCEDURES
188	479050	UM 4790-5	MIMMS AUTOMATED INFORMATION MANUAL
182	046000	TM 4700-15/1	EQUIPMENT RECORDS PROCEDURES
182	047500	TM 4750-15/1	PAINTING AND MARKING
180	002950	TM 11240-14/2	CONVOY OPERATIONS IN GUERRILLA ENVIRONMENTS

Figure 2-3.--List of Orders, Directives, and Publications Pertinent to the Operation and Management of a Motor Pool--Continued.

002975	TM 11240-15/3	MOTOR VEHICLE LICENSING HANDBOOK
184 087101	TM 11240-15/4	TECHNICAL CHARACTERISTICS MANUAL
471000	TI 4710-14/1	R & E CRITERIA, USMC EQUIPMENT
168 047347	TI 4731-14/1	JOINT OIL ANALYSIS PROGRAM
167 383550	TI 4733-15/1	CALIBRATION OF TMDE
474084	TI 5600 SERIES	PUBLICATIONS INFORMATION
168 050000	TI 6850-15/1	CONSERVATION PROCEDURES
100160	TI 10340-15/1	AUTHORIZED FUELS
103502	TI 10350-35/1	SILICONE BRAKE FLUID
168 103600	TI 10360-15/1	ANTI-FREEZE SOLUTION
168 112380	TI 11240-12/21	PRESERVATION FOR INACTIVE STORAGE
000003	SL 1-2/1-3	INDEX OF AUTHORIZED PUBLICATIONS
000006	SL 6-1/6-2	MARINE CORPS APPLICATIONS LIST
	ML-MC	NSN LISTING
050000	PS MAGAZINE	PREVENTIVE MAINTENANCE
	MFAG 4C	MAINTENANCE FLOAT CATALOG
000014	MCRL	MASTER CROSS REFERENCE LIST
312 100100	TB 9-2300-405-14	BRAKE HOSE INSPECTION
	TB 43-0242	CARC SPOT PAINTING
	MDL	MANAGEMENT DATA LIST
	MCRL	MASTER CROSS REFERENCE LIST
	NAVMC 2666	MARINE CORPS GUIDE FOR CAMOUFLAGE PAINT PATTERNS

Figure 2-3.--List of Orders, Directives, and Publications Pertinent to the Operation and Management of a Motor Pool--Continued.

ADDITIONAL (OPTIONAL) PUBLICATIONS USEFUL IN SUPPORT OF MOTOR TRANSPORT MAINTENANCE

FM 20-22	Vehicle Recovery Operations
DAPAM 750-1	Preventive Maintenance Guide for Commanders

ADDITIONAL (OPTIONAL) PUBLICATIONS USEFUL IN SUPPORT OF MOTOR TRANSPORT TRAINING

MCO 1510.2	Individual Training Standards System
MCO P1500.32	Marine Corps Entry-Level Skill Qualifications Training (Ground)

Figure 2-3.--List of Additional (Optional) Orders, Directives, and Publications Pertinent to the Operation and Management of a Motor Pool--Continued.

3. Publications Control System. Directives must be maintained up-to-date, and quantities increased or decreased as requirements change. Publications Control Representatives must ensure that required directives are on hand and adequate internal control procedures established. Applicable directives and publications, both non-technical and technical, must be on hand and maintained in sufficient quantities to meet known requirements and contingencies. Shortages of publications will be identified and promptly requisitioned. Requisitions will be accomplished as specified by local SOP. At a minimum pubs will be reconciled quarterly when new SL 1-2s/SL 1-3s are published.

a. Publications Control Representatives must ensure that those publications shown in the current SL 1-2 as applicable to the types of equipment and echelon of maintenance authorized at the unit are on hand or on order. Figure 2-2 may also be used to conduct semi-annual "wall-to-wall" inventories.

b. Management of publications will be in accordance with current directives. Missing, damaged, destroyed or updates to publications require continuous checking, reconciliation and supervision. Publications Control Representatives will ensure that the management of organizational publications libraries are established in accordance with MCO P5600.31, (USMC Publication and Printing Regulations).

c. All 3d Marine Division units are to establish an internal publication control system using the guidance provided in the current edition of MCO P4790.2. All 3d Marine Division units are to use the inventory control form as shown in Figure B-4, Appendix B of MCO P4790.2B or a similar form containing the same required information. Units desiring to automate their publications control system may do so, as long as the required information, as outlined in the current edition of MCO P4790.2, is contained/listed therein. Requested changes should be kept until the Publications Listing (PL) is updated. A copy of the internal distribution list must be kept by the Publications Control Representative in order to validate the PL.

d. Publications Control Representatives will take appropriate action to obtain required commercial technical publications not stocked by the Marine Corps. These types of publications are normally associated with support equipment.

USE OF NAVMC 10772

1. The NAVMC 10772 provides a medium for providing informational feedback to Marine Corps Logistics Base, Albany, Georgia, to effect necessary corrections, changes to and/or revisions to publications, as required/applicable. With the use of NAVMC 10772s, users at all levels may communicate directly with Marine Corps Logistics Base, Albany, Georgia, with limited staffing when citing errors in publications and submitting recommendations.

2. Typographical errors need not be reported. On a selected basis, NAVMC 10772s will be included within a Technical Instruction when it is initially distributed, otherwise, units will requisition and maintain a supply of NAVMC 10772s. (NSN: 0000-00-006-2988).

3. Part II of NAVMC 10772s will be used to recommend changes to logistics, maintenance, technical or mechanical data application coding which may or may not be included in publications (including SMR Codes). These recommendations must be reviewed and approved at the OIC/NCOIC (supervisory) level to ensure that the change is consistent with existing maintenance policies and capabilities. The NAVMC 10772 may also be used to add or delete items from specific SL-3s.

4. Units within the Third Marine division will provide the AC/S, G-4, (Attn: Division Motor transport Officer) with a copy of all NAVMC 10772s submitted.

Figure 2-4.--Use of the NAVMC 10772 (Recommended Changes to Publications).

6. Duties of Publications Control Representatives. Organizational Publications Control Representatives will:

a. Ensure publications are in their proper storage area and ensure that publications checked-out are returned to the library after use.

b. Conduct a publications review quarterly and the SL-1-2 and SL-1-3 screened for any changes/updates. New publications or changes to publications currently on hand will be requisitioned through supply in the following manner:

(1) For units not on the automated publications system, order technical publications on an 80 card column work sheet. Complete these forms in accordance with the unit or Division MIMMS SOP.

(2) Submit the 80 card column work sheet to the MTO/MTC for review/approval or through the S-1/adjutant (as required by local SOP).

(3) Deliver the 80 card column work sheet to the unit supply. A document number will be assigned. Retain a copy of the 80 card column work sheet on file in the motor pool. Maintain it on file in a "PENDING REQUISITION FILE" until the publication(s) is/are received. This receipt will prove useful during validation/ reconciliation.

(4) Document numbers assigned to publication requisitions will be recorded on either Publications Control Cards or annotated on the unit's automated Publication Control Program Report.

(5) Upon receipt of publications/changes to publications, annotate the copy of the requisition with the date received and erase the document number from the publications locator file.

c. Whenever a change to a publication is received, the Publications Control Representative will ensure that that change has been recorded on a Publication Control Card. Changes will be placed in alphabetical or numerical order or placed in the location specified in the "change" itself.

d. All directives and publications required by motor transport personnel will be on hand or placed on order.

e. All Publications Libraries for motor pools within the 3d Marine Division will be established in such a manner as to make the library easy to understand and use.

(1) All technical publications rated by the motor pool will be kept in binders in I.D. number sequence. non-technical publications will be maintained as directed by local SOP.

(2) Publications will be listed on Inventory Control Forms and placed in the binder as they appear in the SL 1-2 (E.G.; SL-3s, SL-4s, TIs, TBs, MIs, SIs and TMs).

(3) If a particular publication pertains to more than one item, only one copy is required and all other binders where that publication is rated will have a locator sheet placed in the binder depicting the location or binder in which that particular publication is filed. A locator sheet will also be used in the event a publication is checked out or borrowed. The locator sheet will have space for the following information:

(a) Publication number

(b) Publication title

(c) Printed name of the Marine

(d) Section to which the Marine is assigned

(e) Work phone number

(f Date checked out

(g) Date publication is to be returned

(4) Locator sheets may be used to direct an individual to the location of a publication not rated in the motor pool but required from time to time. A locator sheet will also be placed in the binder for all publications that are on order. The publication control number (PCN) and document number will be annotated on the locator sheet. A well maintained library is particularly useful when publications are required and used on a frequent basis.

f. Changes to publications will be made as soon as they are received by the Publications Control Representative.

g. Recommended changes to and/or errors found in publications will be reported to higher headquarters by use of NAVMC Form 10772.

h. Reconciliation and validation of the status of outstanding publications on order must be accomplished bi-weekly. A Validation (Reconciliation) Logbook which includes an area for supply personnel to initial and date the reconciliation will verify that the meeting took place and ensure that publications are on valid order. Maintenance of this logbook is optional.

2004. CALIBRATIONS

1. General. Per the current editions of MCO P4790.2_ and TM 4700-15/1_, Calibrations Control Records are an efficient means of exercising control over a commodity's TMDE and must be established on all gages and test equipment (TMDE) held within the motor pool.

2. Tracking Systems. Calibrations Control Representatives are authorized to use any one of the following systems: an automated system, Calibrations Control Cards, and/or Calibrations Control Wall Charts. Calibrations Control Wall Charts are best suited for units which possess small quantities of TMDE requiring calibration. One of the "drawbacks" of this system which must be considered is that it does not provide any historical data.

3. Authorized/Required Quantities of TMDE. Calibrations Control Representatives must ensure that the correct quantity of gages and test equipment required by the unit to perform the authorized level of maintenance are on hand.

a. Calibrations Control Representatives must work closely with the unit MMO/MMC to identify all TMDE items rated by the unit.

b. A helpful source for equipment calibration requirements is the Management Data List (MDL). An Operational Test Code (OTC) of "3" indicates that that particular item requires calibration.

4. Inventories of TMDE. Calibrations Control Representatives will conduct semi-annual inventories of all TMDE to ensure that required and/or rated quantities are accurate and that records are complete and current. Gages and test equipment must be maintained in a serviceable, clean, rust free condition.

5. Duties of Calibrations Control Representatives

a. Calibration Control Representatives are directed to read and comply with applicable orders, publications and directives governing this assignment and become familiar with the contents of the current edition of MCO P4790.2_. Unit Calibration Control Representatives are responsible for the overall operation, management, and control of all aspects of the Motor Transport Commodity Calibrations Control Program as set forth in TI 4733-15/1_. Calibration Control Representatives duties:

(1) Conduct a 100 percent inventory of all gages or other test, measuring, and/or diagnostic devices (TMDE) requiring calibration by utilizing the motor transport account Consolidated Memorandum Receipt (CMR) or by proof reading the computer printout which may be requested/provided by the unit Maintenance Management Officer/Chief.

(a) Ensure that all TMDE items are enrolled in one of the approved MIMMS SOP Calibration Control Programs (i.e., Calibrations Control Chart, Calibrations Control Cards, or the Computerized Calibrations Control Program)

(b) Ensure that gages are free of rust, dirt or other contaminants as the inventories are being conducted.

(c) Determine the disposition and verify the location of all gages as the inventory is being conducted.

(2) Update all Calibration Control Records during the conduct of inspections/inventories.

(3) Reconcile with the MMO/MMC to validate the status of all calibrated equipment on a monthly basis. Annual inventories must be submitted/provided to the unit MMO/MMC.

b. During the review of calibrations records, Calibration Control Representatives will make changes and update the required information as necessary. Calibration Control Representatives will ensure that appropriate action is taken immediately to remedy noted discrepancies within 48 hours of their discovery.

2005. MODIFICATIONS

1. General. All required Modification Instructions for motor transport equipment must be maintained within the motor pool or maintenance area. All Modification Instructions (MIs), regardless of the unit's authorized echelon of maintenance must be maintained/ documented. The owning unit is responsible for ensuring that all MIs for motor transport equipment are on hand and applied when warranted. Required equipment modifications are published in MIs and listed in the SL 1-2 and the current edition of TI 5600.

a. Modifications Control Representatives will review revisions of the SL 1-2 and TI 5600 to ensure that their Modification Control Program is up to date.

b. Modification Control Records must be prepared for each major end item listed on the unit's T/E or Special Allowance equipment for which the unit is authorized and that have had a Modification Instruction published.

(1) Separate Modification Control records will be prepared for each I.D. Number requiring a modification. MIs on components or secondary repairables (SecReps) will be indicated on the applicable end item record.

(2) Either Modification Form "A" (NAVMC 11053) or Form "B" (NAVMC 11054), or both, may be used depending on the density of the equipment as compared to the Modification Instruction (MI) for each item of equipment.

(3) Using the current edition of the MI Standards File (MI STANDARDS FILE), SL 1-2, and TI 5600, determine the MIs which apply to the equipment rated. List on the Control Record all MIs which are applicable.

(a) Only those MIs which are listed in the MI Standards File are required to be ordered. Those found in the SL 1-2 or TI 5600 but not listed in the MI Standards File may be recorded at the commander's option.

(b) New MIs appear in the SL 1-2 before they appear in the MI Standards File. MIs not listed in the MI Standards File that change equipment configuration or are safety-oriented should be submitted for inclusion to the MI Standards File via NAVMC 10772.

(4) Determine the MI category ("URGENT" or "NORMAL"), enter "N" for "NORMAL" and "U" for "URGENT". Determine and enter the required completion date.

(a) Urgent MIs will be identified in the SL 1-2 by the letters "URG" following the MI number. The required completion date can be found in the "TIME COMPLIANCE PERIOD" paragraph of the MI.

(b) If the urgent MI indicates "UPON RECEIPT" or does not have a completion date, enter "N/A" in the required completion block of the NAVMC Form.

(c) Those MIs not designated as urgent fall into the "NORMAL" category. The required completion date for "NORMAL" MIs is one year from the issue of the MI, unless otherwise indicated.

c. Determine the current status of the applicable MIs and enter the appropriate Action Code and the Julian date that the action was completed. (Action Codes "NA", "C", AND "V"). The following is a definition of Action Codes:

(1) "NA" (Not Applicable): Since some MIs only apply to specific serial numbers, action code "NA" will identify those items to which the MI does not apply.

(2) "PR" (Publications Required): This code is used to identify those MIs for which the unit required the publication in order to verify/complete the modification. Indicate the document number for the required publications in the "Remarks" column. Entry of the date is not required.

(3) "AR" (As Required): This code is used to identify those MIs which apply to an item when the equipment requires a specific repair action, such as fifth echelon MIs for rebuild, contact team application, or when a specific component is repaired/ replaced. Entry of the date is not required.

(4) "C" (Completed): This code identifies equipment modified while in the custody of the unit, i.e., on the property records. This includes items modified for the unit by the supporting unit maintenance activity.

(5) "V" (Verified): This code identifies that prior application of a modification has been verified and is utilized upon initial receipt of the equipment.

(6) "ERO Number": The ERO number will be used for those items which have been identified as requiring modification. Modifications will be requested through MIMMS/SASSY by opening up an ERO and submitting the item to the maintenance activity. The remarks block is used to:

(a) Indicate additional information, such as the item nomenclature of the secondary repairable to be modified.

(b) Record document numbers, etc.

(c) Document when the item requiring modification has been dropped from custody records, indicate the reason. Records will be maintained for as long as the unit holds the equipment.

2. Inspections. During LRE and FSMAO inspections motor transport equipment requiring modification(s) will be checked/verified against the modification control records to ensure that the unit has applied all required modifications. Whenever the required modification is such that the owning unit is unable to determine whether the modification has been applied/completed or not, the item will be evacuated to higher echelon for verification that the modification has or has not been completed. Upon completion of this verification, the Modifications Control Representative will ensure that the applicable Modification Control Record is updated.

a. Modifications and modification records will be reconciled/ inspected and verified semi-annually.

b. During inspections, Modifications Control Representatives will ensure that all modification records held by the unit MMO/MMC are current and have all required entries.

3. Duties of Modifications Control Representatives

a. Ensure that Modification Control Records (NAVMC 11053/ 11054) are opened and maintained for all equipment assigned to the unit motor pool that has been identified as requiring one or more modifications. Instructions for completing Modification Control Records (NAVMC 11053/11054) are delineated in the current edition of TM 4700-15/1_.

b. Accurately complete (fill out) Modification Control Records (NAVMC 11053/11054). Whenever a piece of equipment is "CODED OUT OF THE SYSTEM", floated, or its service life is discontinued, there is a required entry on the NAVMC 11053/11054. This required entry consists of lining out the serial number of the particular item. There is also a requirement to inform the unit Maintenance Management Officer/Chief whenever this occurs. Modifications Control Representatives must ensure that these steps are taken when applicable.

c. Forward Modification Control Records (NAVMC 11053/11054) when required. Modifications Control Representatives must forward all Modification Control Records (NAVMC 11053/11054) along with the piece of equipment to any Depot Level Maintenance Activity whenever a modification is to be applied at this level of maintenance/ repair.

d. Accurately maintain Modification Control Records (NAVMC 11053/11054). Modifications Control Representatives must maintain all Modification Control Records (NAVMC 11053/11054) on file and "inspection ready" for the lifetime of the piece of equipment.

e. Periodically inspect/review for accuracy all Modification Control Records (NAVMC 11053/11054). Check the SL 1-2 on a quarterly basis to determine which items require modification and have had the modification applied or action initiated to ensure that the modification will be applied at the earliest date possible.

2006. TEMPORARY LOAN OF EQUIPMENT

1. From time to time, necessity dictates that units must be tasked to temporarily loan (temp loan) equipment from one command to another. Every effort will be made to keep temp loans to a minimum. When the temp loan of equipment is necessary/required to accomplish a mission, the equipment should first be obtained from a unit within the command as opposed to going outside the command.

2. When the temp loan of equipment is required, requests will be submitted to and approval granted or denied by the Commanding General, 3d Marine Division (G-4). The owning unit and receiving unit will conduct a "joint" Limited Technical Inspection (LTI). The appropriate block of the LTI will be signed and dated by representatives from both the owning and receiving unit. An appropriate number of copies should be made for all parties concerned; one copy to the owner, one copy to the recipient.

3. Under no circumstances will equipment be signed over by the assigned Responsible Officer (RO). The owning unit RO will turn the temp loan equipment over to the owning unit supply officer, who in turn, will follow standard supply procedures and transfer the equipment to the receiving unit supply officer. Temporary vehicle record jackets will accompany the temp loan item. This record must mirror the original. LTIs, turnover, and turn-in will take place in the owning unit's motor pool.

4. Receiving units are required to conduct repairs and return temp loaned equipment in the same condition as when the equipment was receipted for. Receiving units are required to conduct any and all scheduled maintenance that may become due during the time in which the equipment is temp loaned.

2007. NAVMC AND STANDARD FORMS. All NAVMC and Standard Forms used to document, schedule, and record motor transport maintenance efforts will be filled out per TM 4700-15/1_. Additional guidance/ amplification is provided in this Chapter to ensure uniformity throughout the Division.

2008. DAILY DISPATCH RECORD ("MASTER LOG") (NAVMC 10031)

a. Upon return of dispatched equipment to the unit motor pool, the dispatcher will enter any remarks pertinent to the trip such as mileage, speedometer broken, vehicle towed in, etc.

b. The dispatcher will sign on the first line of the remarks section upon assuming dispatching duties. During a change over of dispatchers, the oncoming dispatcher will then sign the Daily Dispatch Record. Dispatchers signing for that day will not have to re-sign the Master Log, unless locally established procedures dictate.

c. The NAVMC 10031 is retained on file for one year, unless the form contains the record of a vehicle that has been involved in an accident. In this case, the form will be retained on file until the accident investigation, if required, is completed and the vehicle is repaired or disposed of.

2009. VEHICLE AND EQUIPMENT OPERATIONAL RECORD (NAVMC 10627)

a. Whenever a relief or second operator is required, he/she will complete the block titled "second operator". This applies only for extended trips, unusual circumstances such as medical injury to the primary operator, or emergencies.

b. During field exercises of seven days or less duration, vehicles/equipment will be dispatched on the Garrison Master Log. Entries will not be closed out until the return of the dispatched vehicles/equipment. Multiple trip tickets will be issued; one for each day dispatched.

c. Daily Dispatch Record (Master Log) entries will remain open until the vehicle/equipment returns from the field exercise. In the remarks section, annotate the reason why an entry is not closed; as an example, "field exercise".

2010. MOTOR VEHICLE EQUIPMENT RECORD FOLDER (NAVMC 696D)

a. All entries will be made in black ink.

b. Whenever the cover of a Motor Vehicle Equipment Record Folder is completely filled in, a new folder is opened and the front cover of the completed NAVMC 696D is retained inside the new folder.

2011. LIMITED TECHNICAL INSPECTION (LTI) SHEET (NAVMC 10284)

a. The purpose of the LTI Sheet (NAVMC 10284) is to serve as a guide for maintenance personnel performing LTIs on vehicles/ equipment.

b. LTI Sheets used in conjunction with corrective maintenance will be destroyed when repairs are completed.

c. LTI Sheets which have been filled out in conjunction with an investigation will be retained until the investigation has been completed and the equipment is either repaired or disposed of.

d. LTI Sheets used in conjunction with acceptance of equipment LTIs will be retained until the next scheduled preventive maintenance (PM) service is performed after acceptance.

2012. OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT (SF 91)

a. The SF-91 is used to provide a detailed report of all vehicle accidents.

b. The operator of each vehicle involved in an accident is responsible for submitting an Operator's Report of Motor Vehicle Accident provided that individual is able to do so. A second party may assist in the completion of the report if the operator is unable to do so, using available witnesses.

c. SF-91s will be retained in the 696D for 6 years after:

(1 The date of the accident

(2 Completion of the investigation into the accident.

2013. PREVENTIVE MAINTENANCE ROSTER (NAVMC 10561)

a. The NAVMC 10561 is used to schedule preventive maintenance checks and services (PMCS) for motor transport equipment.

b. The unit Motor Transport Chief and the Maintenance Chief are responsible for scheduling required services on NAVMC 10561. This is not the responsibility of the unit MIMMS/Equipment Records Representative.

c. When preparing Preventive Maintenance Rosters, care must be taken to ensure that the workload is staggered so that all items of one type of equipment are not scheduled for PM at the same time.

d. Services for the current year and the upcoming year will be scheduled.

e. The remarks column of this form will be completed in ink.

f. Forms on which all required maintenance services have been completed will be retained on file for one year and may then be destroyed except for equipment requiring separate or unique bi-annual services per the equipment technical manuals (TM). In these instances, the form will be retained for two years and then may be destroyed.

2014. QUALITY DEFICIENCY REPORTS (SF 368). The prompt submission of QDRs is one of the most vital tools to be employed in identifying and correcting deficiencies/discrepancies in Marine Corps equipment. QDR field reports of a noted deficiency are the first steps in instituting corrective action. QDRs pertaining to motor transport equipment will be submitted to the Commanding General, 3d Marine Division via (G-4/MT).

a. To expedite local actions, an information copy of all QDRs (messages and standard forms) will be provided to Headquarters, Marine Corps (LMW-75), all supporting maintenance activities and the Marine Administrative Detachment, USAOCS, Aberdeen Proving Grounds, Maryland. Within the Third Marine Division, units are directed to provide a copy to the Division Motor Transport Officer. QDRs will be submitted whenever a deficiency in material or equipment occurs that:

1) May constitute a hazard to personnel or material.

(2) As a result of the design of the item(s) or component(s), the proper operation, maintenance, and/or handling of the item(s) and/or component(s) is impeded and/or effected.

(3) As a result of faulty material or poor workmanship, the proper operation, maintenance, and/or handling of the item(s) and/or component(s) is impeded and/or effected.

(4) As a result of excessive wear or deterioration over a period of time and for the conditions under which the item(s) was (were) in use or on hand, the proper operation, maintenance, and/or handling of the item(s) and/or component(s) is (are) impeded and/or effected.

(5) As a result of unsatisfactory operation and/or performance of equipment in the course of normal operations.

(6) As a result of erroneous instructions and/or discrepancies in the content of technical publications, other than and not including typographical errors which do not effect the operation, maintenance, and/or performance of material. These will be reported on NAVMC 10772s.

(7) As a result of circumstances other than those indicated herein, but considered to be of significant importance. A Quality Deficiency found in material or equipment which may cause death, injury, and/or severe occupational illness, loss or major damage to equipment or material which directly restricts the combat readiness capabilities of a using organization, are Category I deficiencies. A Category II deficiency is one which does not meet the criteria set forth in Category I. These reports will be submitted on a QDR (SF 368).

b. An urgent priority will be assigned to a QDR for any of the following reasons:

(1) Whenever the QDR reports a change in operation characteristic which, if not expeditiously corrected may seriously compromise the mission effectiveness of deployed equipment.

(2) Whenever a QDR reports a potentially hazardous condition that compromises safety. With appropriate precautionary measures provided, an experienced operator could continue the use of the equipment.

(3) A routine priority will be assigned to a QDR whenever a Category I or Category II urgent priority is not applicable.

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SOP FOR MOTOR TRANSPORT

CHAPTER 3

MAINTENANCE

CHAPTER 3

MAINTENANCE

3000. GENERAL. The primary purpose of motor transport maintenance effort is to maintain maximum availability of equipment to support mission accomplishment. Command interest and constant supervision is essential to a viable maintenance program within each command.

1. Definition. Maintenance is a combination of all actions taken to keep equipment in, or return equipment to, a serviceable, combat ready condition. The definition of "maintenance" is understood as cleaning, classification as to serviceability, testing, servicing, adjusting, repairing, rebuilding, modification, reclamation, and inspection of equipment.

a. There are three categories of maintenance. These are:

1) Organizational

(2) Field

(2) Depot

b. Maintenance has been sub-divided into five echelons. First and second echelons are organizational maintenance, third and fourth echelons are field maintenance, and fifth echelon is depot maintenance.

c. First and second echelons of maintenance will be performed in accordance with applicable technical manuals, authorized supply publications, current orders and directives covering organizational maintenance and are the responsibility of the using unit.

2. Purpose. The primary purpose of motor transport vehicle maintenance is to allow a unit to meet military transportation requirements with minimal time loss resulting from avoidable repair and the highest possible degree of confidence in the reliability of the equipment. The key to the entire maintenance program, and the cause of its success or failure, is the vehicle operator performing organizational maintenance. A comprehensive first and second echelon preventive maintenance program must be developed by the unit to ensure vehicles deadlined are held to a minimum.

3. Responsibilities. Commanders at every level will aggressively pursue a policy of ensuring that the highest possible readiness of equipment is maintained at all times.

a. Commanders are responsible for the effective management of maintenance resources and the maintenance production of the motor transport personnel.

b. Unit Motor Transport Officers are responsible for the performance of maintenance (i.e., maintenance production) and managing maintenance resources within the organizational level of maintenance per MCO P4790.2_ (MIMMS Field Procedures Manual).

3001. MAINTENANCE MISSION. The primary and secondary maintenance mission and echelon of maintenance is stated in the unit table of organization (T/O). The maintenance mission is established to allow the unit to perform required maintenance on organic equipment to maintain the equipment in the highest state of readiness.

3002. MAINTENANCE POLICY. The maintenance of all organic equipment will be conducted in accordance with current directives and technical publications consistent with operational commitments and within the authorized echelon of maintenance.

1. Units are authorized to perform only that level/echelon of maintenance cited in their respective Table of Organization (T/O) using the guidance prescribed in applicable technical manuals (TMs), technical instructions (TIs), and modification instructions. The SL 6-2 (updated semi-annually), should be used exclusively to determine whether repairs are within organizational capabilities.

2. Unit preventive maintenance (PM) programs will provide for the systematic/periodic inspection, detection, and correction of possible failures before they occur or develop into major defects. Maintenance services performed within the 3d Marine Division will be; Preventive maintenance (PM), Corrective maintenance (CM), Modifications, and Calibrations.

3. The primary goal for motor transport sections within the 3d Marine Division is to attain and maintain a combat readiness rating of 90% or better. The following applies to all 3d Marine Division units:

a. Repairs will be performed at the lowest echelon of maintenance consistent with the nature of the repairs, authorized repair parts, tools, equipment, time available, personnel capabilities, and the tactical situation of division units or local conditions. Tactical situations or temporary shortages of personnel or support equipment may dictate that a unit evacuate equipment which it would normally be authorized to repair.

4. The use of operator/crew personnel to assist maintenance personnel in the performance of scheduled maintenance is recommended. Operator/crew involvement in PMCS reduces equipment "down time" and increases technical skill levels.

3004. CORRECTIVE MAINTENANCE

1. Commanders will develop and implement simple, standardized procedures for the management and coordination of corrective maintenance (CM). Corrective maintenance will only be performed within organizational maintenance in accordance with procedures established in appropriate technical publications and MCO P4790.2B.

2. Contact team maintenance is available from 3d FSSG, and will be requested through the chain of command and via this Headquarters.

3005. MAINTENANCE CYCLE (TIME FRAMES)

1. It is essential that all equipment progress through all required states of maintenance in order to minimize equipment down time. Required replacement parts will be placed on requisition without delay and continuous and aggressive follow up action will be accomplished on outstanding requisitions to prevent interruption of supply support actions. Delays in any of the steps listed below must be minimized as much as possible.

2. The maintenance cycle consists of three elements:

a. Identification of maintenance requirements.

b. Requisition of required replacement parts.

c. Performance of corrective maintenance/equipment repair.

3. Goals for expeditious processing through the maintenance cycle are established as follows:

a. EROs will be opened within 24 hours of identification of the maintenance requirement.

b. Within 3 days, replacement parts placed on order , repair procedures initiated, or equipment evacuated to a higher echelon for maintenance.

c. Repairs must commence without delay after receipt of required parts. Replacement of those parts received prior to obtaining all the parts required should be made upon receipt, whenever feasible, and such replacement will not result in duplication of effort upon receipt of the other parts.

d. All deadlined equipment will be returned to an operational ready status as soon as possible and such repairs will not be delayed until the receipt of non-critical parts.

e. The evacuation of equipment to a higher echelon of maintenance will not be delayed awaiting second echelon replacement parts unless the second echelon repairs affect the performance of proper third echelon maintenance.

f. A reasonable required delivery date (RDD) will be included on all EROs of combat essential equipment for which like items are included in the Operational Readiness Float (ORF), and a "Y" will be placed in block 11 of the ERO.

3006. ROAD TESTING. Road testing may be done by a licensed driver. A trip ticket must be filled out, all safety devices operational and a road test sign must be displayed on the front and rear of the vehicle. Road tests of vehicles that have had brake maintenance performed is not allowed outside of the vicinity of the motor pool.

3007. COLLATERAL EQUIPMENT MAINTENANCE. OVE/OVM and collateral gear associated with motor transport equipment must be maintained in the required quantities and in serviceable condition. It is recommended that units establish and practice a policy of tasking assigned operators to conduct preventive maintenance checks and services (PMCS) of these items on the day/date that the major end item is scheduled for PMCS. This will ensure accountability and serviceability.

3008. COMBAT REPORTABLE EQUIPMENT MAINTENANCE. Combat essential motor transport equipment must be maintained in maximum readiness condition at all times. The basic aim of this policy is to ensure that a given unit can accomplish it's assigned mission, whether it be in combat or in garrison, on little or no advance notice.

1. Combat essential equipment is considered "not mission capable" or deadlined if it is in need of critical repairs and has been broken or damaged for 24 hours or longer.

2. Unit maintenance personnel should be aware that 3d Maintenance Battalion, 3d FSSG, as an Operational Readiness Float, established a pool of selected mission essential end items to replace like items undergoing third or fourth echelon repairs to enhance unit combat readiness. The exchange of like items will be done on a case-by-case basis, priority going to units assigned contingency missions. the equipment's ERO must indicate a Required Delivery Date (RDD) and a "Y" entered in the appropriate block if an ORF exchange is desired.

3009. COMMAND INTEREST AND SUPERVISION

1. A unit will only perform well that which the commander checks. Frequent and systematic command inspections and staff visits are required. Commanders and their staffs are not expected to have detailed technical knowledge of major vehicle operation and maintenance, but are expected to have a degree of familiarity sufficient to recognize when readiness is less than acceptable.

a. DA Pamphlet 750-1 (Commander's Guide for Preventive Maintenance Indicators) provides commanders with an excellent inspection tool.

b. The Division Motor Transport Officer (MTO) will coordinate the assistance of technicians from other units for inspections to provide a commander with an objective evaluation of the program and motor transport readiness.

2. Command attention to the proper application of first echelon maintenance is essential. Unit commanders will establish programs to detect and correct incipient failures before they occur. Frequent inspections of motor transport equipment will be conducted by supervisory level personnel from throughout each unit.

3. Individual operators are responsible for the performance of all first echelon preventive maintenance (PM) and should identify and report identified defects to the Quality Control Inspector for initiation of corrective maintenance. Properly/frequently cleaned and inspected motor transport equipment will enhance combat readiness.

4. Upon request, the Division Motor Transport Section will provide instruction on the proper care of motor transport equipment.

3010. MAINTENANCE CONTACT TEAMS. Maintenance contact teams from 3d FSSG for the purpose of performing 3d echelon repairs at unit motor pools instead of at the 3d echelon maintenance facility are available. Contact team assistance is dependent on the supporting activity's operational commitments and personnel availability and must be coordinated through Division Motor Transport.

3011. MAINTENANCE PROCEDURES

1. Preventive Maintenance Program

a. First Echelon Maintenance

(1) Preventive maintenance (PM) procedures are covered in detail in the current editions of TM 4700-15/1, MCO P4790.2, and MCBul 4700 series (Preventive Maintenance Procedures for Tactical Motor Transport Equipment) and will be strictly adhered to as minimum requirements. Commanders will establish aggressive PM programs within their unit. This program will be based on instructions contained in this Order and appropriate technical publications pertaining to the equipment being maintained.

(2) Centralization of maintenance resources should be considered when feasible, especially where personnel shortages exist.

(3) The use of the motor stables concept, or maintenance by groups of vehicles, is an excellent means of ensuring proper supervision of operator maintenance. Motor stables is a way to complete first echelon maintenance on a group of vehicles with a minimum number of personnel.

(4) Motor transport equipment will not be dispatched until required operator preventive maintenance services are performed and certified.

(5) Vehicles deadlined at the parent unit will continue to receive scheduled operator's preventive maintenance. Ideally, vehicles evacuated to a higher echelon of maintenance will continue to receive first echelon PM by the owning unit. If this is not practical, units will coordinate with the supporting maintenance activity and make other arrangements.

2. Operator's Maintenance Program

a. A strong operator's maintenance program will require keen attention to detail and continuous supervision. As a minimum, the following is mandatory:

(1) Operational preventive maintenance checks and services (PMCS) will be guided by the appropriate operator's manual and lubrication orders.

(2) Discrepancies noted by the operator must be reported to the supporting maintenance activity.

(3) The supporting maintenance activity must take action to correct discrepancies.

(4) During this cycle, all discrepancies must be corrected. Noted discrepancies must be verified by maintenance personnel (the QCI). This task must be performed by a qualified individual who is technically proficient.

3. Maintenance "Flow". As an example of proper maintenance flow, a driver notes that a dash light bulb is burned out and a flange gasket leaks.

a. This will be noted on the "Operator/Crew Preventive Maintenance Checks and Services" checklist.

b. The driver will turn in the sheet for corrective action, normally to the Quality Control Inspector (QCI) or Line NCO.

c. The QCI/Line NCO will then report the discrepancies to the maintenance activity. In turn, the QCI or maintenance personnel will conduct a limited technical inspection to verify problems and take corrective action on all discrepancies.

d. Except when a discrepancy may be corrected "on the spot" and requires no replacement or repair parts, an equipment repair order (ERO) will be opened. This will allow operations personnel to note the ERO number on the discrepancy sheet.

e. Maintenance personnel will then repair the item or place parts on order. Operations personnel should be informed as to what items are on requisition and the status of the items.

f. Once all requisitioned parts are received, maintenance will be completed and the ERO closed. Quality control is essential.

4. Second Echelon Maintenance. The effectiveness of second echelon maintenance depends on organization and control.

a. Units will ensure that vehicles inducted for corrective or scheduled maintenance are inspected by the unit Quality Control Inspector before and after services are performed.

(1) To ensure consistency, the same individual should be responsible for both before and after inspection services. Repairs by higher echelon must be identified and action taken to effect the necessary repairs and complete and record applicable modifications.

(2) The quality, completeness and correctness of paperwork and required repairs is the responsibility of the Quality Control Inspector.

b. During Motor Transport Logistics Readiness Evaluations, the Division MTC will train Quality Control Inspectors (QCIs) for each command. These Marines, designated as "QCIs", should be stabilized within the organization.

3012. ASSIGNMENT OF A HIGHER ECHELON OF MAINTENANCE. The Commanding General is authorized to make temporary assignment of a higher echelon of maintenance to individual units, or delegate such authority to subordinate commanders when such authority will provide for the more effective use of available maintenance resources, enhance combat readiness, reduce excessive maintenance backlogs, or result in an overall savings in maintenance costs. 3d Marine Division units are not authorized to exceed the echelon of maintenance assigned by their respective T/O without specific approval of the Commanding General, 3d Marine Division, FMF. Such decisions will be guided by the following considerations:

a. Availability of maintenance resources, including personnel.

b. Such assignment will not interfere with the accomplishment of the regular assigned levels of maintenance or the general mission of the unit concerned.

3013. CANNIBALIZATION AND SELECTIVE INTERCHANGE Maintenance by cannibalizing and/or selective interchange will not be employed unless specifically authorized by the Commanding General, 3d Marine Division, FMF. The current edition of MCO P4790.2 provides additional information and guidance.

3014. MAINTENANCE INTERVALS. Proper care and maintenance of motor transport equipment requires adequate time be set aside to perform PMCS. If time to perform PMCS is not established and services are deferred, equipment condition and reliability will suffer. The following maintenance intervals are considered necessary for the proper and effective accomplishment of maintenance services; daily, weekly, monthly, semi-annual, and annual. Units will perform the required PMCS as outlined in applicable technical manuals for specific equipment.

a. Special. Commanders are responsible for ensuring adequate time is afforded units returning from field training, combat, or deployments to recover and have adequate time to bring equipment u to maximum combat readiness.

b. Scheduled. Scheduled maintenance is found in lubrication orders, technical manuals, and the current edition of TM 4700-15/1

c. Deferred. Maintenance services may be deferred for the following reasons:

(1) Equipment is placed in administrative storage (CRSP)

(2) Equipment is placed in administrative deadline.

(3) Equipment has low usage. The criteria for deferred maintenance is found in figure 3-3 of MCO P4790.2B.

d. Daily. A sufficient amount of time must be allotted, to enable vehicle operators to perform daily checks and services prior to and after completion of the days commitments.

e. Weekly. One day each week should be designated as operator maintenance stand down during which time operators (including incidental motor vehicle operators) perform equipment preventive maintenance service under the supervision of the unit MTO. The use of the motor stables method to accomplish weekly preventive maintenance is encouraged. Only those weekly and monthly checks and services outlined in the appropriate technical manual need be performed. However, commanders may choose to enhance, modify, or expand this requirement as the situation dictates, as long as the minimum requirements are met.

Note: Failure to complete any preventive maintenance will require deadlining the equipment by the owning unit. Failure to complete preventive maintenance will be considered a case of abuse/misuse.

3015. EQUIPMENT MAINTENANCE RESOURCES

1. Equipment operational readiness for combat and training is directly related to effective management of maintenance resources and requires the personal attention of the commander, MMO, supply officer and MTO. Equipment maintenance resources include:

a. Personnel

b. Training.

c. Support and test equipment

d. Technical data (microfiche and technical manuals).

e. Supply support and facilities.

f. Support funds.

g. Publication control system.

2. The determination of requirements and utilization of personnel assets is the commander's single most powerful tool to effectively accomplish the motor transport maintenance mission.

3. Assignment of personnel with motor transport MOSs to billets other than motor transport maintenance/operations is detrimental to the unit maintenance mission and is discouraged.

3016. MAINTENANCE TRAINING. Refer to Chapter 9 of this Order

3017. SUPPORT AND TEST EQUIPMENT

1. Support and test equipment consists of general mechanics tool sets, special tool sets, chests, kits, and test/measuring equipment.

2. Accounting for sets, chests, and kits will be in accordance with the current editions of UM 4400.127, MCO P4790.2, and DivO 4790.1.

3. Inventories must be conducted as current requirements dictate. Inventories also apply to all special tools, calibrations equipment and special tool allowances established by the battalion/ Unit commanding officer.

4. SL-3s are preferred for the inventory of tools, sets, kits and chests. However, locally produced forms or extracts may be used. Extreme caution should be used to ensure that local extracts mirror the current SL-3. Inventories must show a continuous accountability for one year to the day. Standardized SL-3 inventory forms are available through the Division Motor Transport Section.

5. Support and test equipment should be properly secured under lock and key in an area that would make forced entry difficult. All tools should also be marked or inscribed to identify the owning unit. The Base Military Police, Crime Prevention Section, has a program to mark all government tools with a special paint that when removed still leaves a traceable foot print of ownership.

6. Missing or damaged components must be requisitioned as soon after identification as is possible. The care, cleaning and maintenance of support equipment is equally important as is the accountability of such equipment.

3018. SUPPLY SUPPORT

1. Continuous coordination between the unit maintenance and supply activities is mandatory. Motor transport maintenance activities will accomplish timely reconciliation of pending requisitions to prevent excesses. Reconciliation will be accomplished on a weekly basis.

2. Motor transport units maintaining repair/replacement part layettes will ensure that all material on hand can be matched to an open ERO. This will provide a means to provide for the security and control of these items/equipment.

3. Managers must not allow excess repair/replacement parts to accumulate as this situation is detrimental to the supply support effort. Repair/replacement parts that are obtained from other than normal supply sources (scrounging) and open purchases will be reported in accordance with the current edition of MCO P4790.2.

4. Pre-expended bins (PEB) are encouraged when their use will contribute to more efficient performance of equipment maintenance. UM 4400-15, UM 4400-124, and MCO P4790.2B provide detailed information, instructions, and procedures for the proper management of this valuable maintenance tool. Refer to Chapter 12 of this SOP for more information regarding PEBs, Layette Bins, and Broken Unit of Issue Bins.

3019. SUPPORT FUNDS. Commanders are responsible for budgeting, controlling, and utilization of unit equipment maintenance funds. All managers, supervisors and maintenance personnel are responsible for practicing economy of maintenance to prevent the waste of material.

3020. MODIFICATION CONTROL PROGRAM. Guidance for modification control will follow the requirements established by the current editions of MCO P4790.2, TM 4700-15/1, and Chapter 2 of this SOP.

3021. CALIBRATION CONTROL PROGRAM. Calibration control will follow the requirements established by the current editions of MCO 4733.1, MCO P4790.2 and TM 4700-15/1. Additionally, units should give extra attention to items marked calibration not required, special calibration, and those items requiring Intermediate PM (IPM). IPM is determined by the calibrations facility or the item technical manual.

3022. EQUIPMENT EVACUATION. The timely and proper evacuation of equipment requires the development and implementation of specific policies and coordinating instructions at the local level. Such instruction should include procedures for performing pre-evacuation services by the owning unit, evacuation process, utilization of Operations Readiness Float (ORF) assets and reporting. The current editions of MCO P4790.2 and MCO P4400.82 provide information and instructions for the performance of these maintenance functions.

3023. MAINTENANCE QUALITY CONTROL PROGRAM. Proper maintenance services require a comprehensive quality control program for operator preventive maintenance checks and services as well as scheduled organizational PM and corrective maintenance (CM). Unit PM and CM processes will include quality assurance inspections before, during and after all maintenance actions. Additionally, a quality control program must be conducted to ensure proper performance of operator PM checks and services.

3024. MAINTENANCE OF COMMUNICATIONS VEHICLES. Motor vehicles may be a component of an "ALPHA TAM" end item. In these instances, corrective and scheduled maintenance on the vehicular portion will be performed by the unit motor transport section. Induction into a corrective or preventive maintenance cycle will always be via the owning unit communication-electronic maintenance shop with Marine Corps Integrated Maintenance Management System (MIMMS) reporting for components of major end items in accordance with applicable directives. PM services of the vehicle should coincide with PM services of the radio and components. It is recommended that when the radios are dismounted, the communications vehicle be parked and dispatched from the unit motor pool.

3025. OVERFLOW MAINTENANCE

1. Overflow maintenance is maintenance within a units authorized echelon which requires assistance from external activities due to an excessive backlog resulting from lack of personnel or other, similar reasons.

2. Commanders will establish and coordinate, procedures and precedents to handle overflow maintenance in accordance to MCO P4790.2B and through the chain of command via this Headquarters.

3. Overflow maintenance will be approved only when the services requested are not capable of being provided by the owning unit.

4. Overflow maintenance is not a substitute for accomplishing the inherent maintenance responsibilities within an organization.

3026. ADMINISTRATIVE DEADLINE PROGRAM (ADL PROGRAM)

1. The Administrative Deadline Program (ADL Program) is a locally initiated program in which vehicles are placed in a deadlined status for non-usage/storage. Non-usage and an exemption from weekly PMs are its advantages. However, preventive maintenance must be accomplished once a month, at the minimum.

2. An Administrative Deadline Program may be instituted by unit commanders. Definitions and qualification criteria will be determined locally as will the internal management of the program.

3. Equipment may be placed into the ADL Program when:

a. Day-to-day tempo of operations does not justify its use.

b. There is a lack of trained operators or maintenance personnel to properly maintain the equipment.

c. There is a lack of sufficient funds to operate and maintain the equipment in serviceable condition if retained in operational use.

d. There is a pool of excess vehicles not authorized by the current T/E.

e. Directed by higher authority.

4 The following guidance is provided:

a. All equipment selected for the ADL Program must have an annual PM conducted within 30 days of placement into the program.

b. All corrective maintenance must be completed

c. The equipment must be cleaned, lubricated and spot painted.

d. OVE gear will be stored either on the vehicle with a lock applied or in the OVE room.

e. Equipment requiring an urgent modification will not be placed in the ADL Program until each modification has been applied and properly recorded in the vehicle record jacket.

f. Vehicles will not remain in the ADL Program for more than one calendar year.

g. Vehicles in the ADL Program will not be dispatched for any reason until the vehicle has been officially removed from the ADL Program.

h. Vehicles will be exercised 2 miles per month, started a minimum of 3 times per week, and a first echelon PM performed once a month.

i. Vehicles will have at least 3/4 of a tank of fuel at all times.

j. An entry on the vehicle record jacket will be made reflecting the date the equipment was placed in the ADL Program and will include the current mileage.

3027. LIMITED TECHNICAL INSPECTIONS (LTIs). NAVMC 10284 Limited Technical Inspection Sheets will be completed in accordance with TM 4700-15/1. Local records and reports are discouraged.

3028. MOTOR TRANSPORT ASSETS HELD IN OPERATIONAL READINESS FLOAT-ORF ORF allowances and procedures for major motor transport equipment are contained in the current edition of MCO P4400.82_ (MIMMS Controlled Item Management Manual).

3029. REPLACEMENT AND EVACUATION (R&E) PROGRAM. The objective of the R&E program is to ensure the continuing availability of serviceable equipment in Fleet Marine Force (FMF) units through the periodic replacement of a percentage of selected items of combat essential equipment. Equipment is to be replaced before its condition becomes degraded to a point that is not economical to repair. Specific guidelines and procedures are contained in DivO P4790.1 (Maintenance Management SOP).

3030. INSPECT AND REPAIR ONLY AS NECESSARY PROGRAM (IROAN). The objective of the IROAN program is exactly the same as the R&E program however the vehicle is not completely rebuilt, only repaired as necessary.

3031. SECONDARY REPAIRABLE (SECREP) ITEM PROGRAM. The SECREP Program is designed to provide a pool for direct exchange of Secondary Repairables. Items that are not received in direct exchange will be placed on back order. This program will be followed per MCO P4400.82 (MIMMS Controlled Item Management Manual) and MCO P4790.2B.

3032. COMBAT READY STORAGE PROGRAM (CRSP). The CRSP is intended to provide commanders with the means to effect creditable conservation of personnel and mission essential equipment resources.

a. Proper utilization and management of the program will improve equipment readiness, balance personnel-to-equipment ratios, and allow added time to conduct meaningful unit technical training.

b. The CRSP does not relieve commanders of equipment ownership, or lessen their control over assigned personnel and material assets.

c. Policies and procedures for CRSP can be found in and will be done in accordance to DivO 4790.3_ (Combat Ready Storage Program (CRSP) for Engineer and Motor Transport Tactical Equipment).

3033. TOOL AND CALIBRATION CONTROL PROGRAMS. These programs discussed in detail in Chapter 2 of this SOP.

3034. CHEMICAL AGENT RESISTANT COATING (CARC) PAINT. All CARC painting will be done in accordance with DivO P5100.2_ (Standing Operating Procedures for Chemical Agent Resistant Coating). Painting and tactical marking of tactical vehicles will be accomplished in accordance with TM 4750-15/1 (Camouflage Painting and Registration Marking Procedures). Units are authorized to use non-CARC paint to "spot paint" small areas. The responsibility for spot painting vehicles rests with operators (first echelon).

3035. MAINTENANCE RECORDS AND REPORTS. All maintenance records and reports will be completed, filed and maintained in accordance with TM 4700-15/1. Local records and reports are discouraged. Chapter 3 of this SOP provides amplification and delineates specific procedures and responsibilities for the internal management of maintenance records. An example of a PMCS Record is shown in Figure 3-1.

3036. USE OF GOVERNMENT FACILITIES FOR POVs. Privately owned vehicles, parts, accessories, and equipment will not be repaired, serviced, or manufactured in any government motor pool, shop, garage, or other building. Government owned tools, equipment, an supplies will not be used to service or repair such private property. Privately owned vehicles will not be stored in any government motor pool, garage, or other building.

3037. SHOP SAFETY. A constant awareness of potentially dangerous practices and conditions, and immediate corrective action on the part of supervisors are essential elements of leadership. Therefore, shop safety will be included in accident prevention training and will include instructions for drivers and mechanics. Refer to Chapter 14 of this SOP for additional information on safety and safe operating procedures.

PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS) RECORD

Vehicle Number: Vehicle Type: Mileage:

Type of PM: Weekly Monthly Motor Stables

Remarks: List item numbers from the Technical Manual and provide a brief description of the problem for organizational maintenance action. DO NOT LIST OPERATOR/CREW MAINTENANCE NEEDED OR PERFORMED!

OPERATOR (FIRST ECHELON) RESPONSIBILITIES

ITEM NUMBER	DEFECT	OPERATOR'S INITIALS

This certifies that I have accomplished all preventive maintenance checks and services in accordance with the applicable technical manual. I certify all operations maintenance has been accomplished and all second echelon maintenance defects are indicated above.

Date	Operator Name	Signature

Date	Supervisor Name	Signature

MAINTENANCE/QCI (SECOND ECHELON) RESPONSIBILITIES

The following remedial action has been initiated. Indicate ERO number, if applicable, or action taken to correct discrepancies.

ITEM NUMBER	DEFECT	MECHANIC'S/QCI's INITIALS

Date	Maintenance Signature

Figure 3-1.--Preventive Maintenance Checks and Services Record.

ADDITIONAL INSTRUCTIONS

OPERATOR (FIRST ECHELON) INSTRUCTIONS

1. This form will be used in conjunction with the operations manual and the Lubrication Order/Lubrication Instruction as they apply to the type of vehicle listed.

2. Only defects beyond the operator/crew capability and/or authorized echelon will be listed on this form.

3. Operators/crews will conduct/accomplish preventive maintenance checks and services by item number from the technical manual, any defects found will be listed on this form by item number in sequence and reported to the Quality Control Inspector or to the MTO, MTC, Shop Chief, or Maintenance Chief for corrective action.

4. For defects corrected by mechanics during motor stables, the mechanic will initial this form indicating that the defect has been completed.

5. This form will be filed with the motor transport operations section and retained for 30 days.

MAINTENANCE/QCI (SECOND ECHELON) INSTRUCTIONS

1. Open an ERO and return this form to the operations section to be filed for 30 days.

2. For non-critical parts assign an ERO number within 72 hours. If safety deadlined, open an ERO within 48 hours. If combat deadlined open an ERO within 24 hours.

3. From the date that the QCI or other maintenance personnel sign this form and corrective maintenance has been initiated, no more than 3 days should transpire.

ADDITIONAL COMMENTS

Figure 3-1.--Preventive Maintenance Checks and Services Record--Continued.

3038. QUALITY DEFICIENCY REPORTS (QDRs). Quality Deficiency Reports (QDRs) SF-368 will be submitted in accordance with MCO 4855.10, (Quality Deficiency Reports), and TM 4700-15/1 contain instructions and procedures for the management of this program. A copy of all QDRs will be routed through normal channels and a copy provided to this Headquarters (attn: Division MTO).

3039. DETERMINATION OF ECONOMICAL REPAIRS. Criteria/guidance for the determination of economical repair is published in MCO 4710.8 (Uniform Criteria Repair Cost Estimate Used to Determine Economical Repairs).

3040. LOAD TESTING AND CERTIFICATION. Load testing/certification of vehicles and equipment will be conducting in accordance with MCO 11262.2 and MCO P11240.106 and coordinated through the Base Safety Office, Marine Corps Base, Camp Butler.

3041. MAINTENANCE STAND-DOWNS

1. General. Care must be exercised to ensure that the emphasis given to equipment maintenance parallels that given to training and operations. Equipment which is continually in use requires increased maintenance if it is to be kept operational. Maintenance stand-downs provide the unit commander with the opportunity to enhance the condition of equipment through a dedicated and intensive maintenance effort. When possible, maintenance stand-downs should be executed into two phases. Phase 1 is intended to inspect and place required parts on order. Phase 2 (3 to 4 weeks later) should be scheduled for mechanics to "hang parts".

a. Maintenance stand-downs are designed to prepare units for major training exercises or deployments and/or to allow for maintenance/recovery after major training exercises or deployments

b. Division bulletins in the 1500 series set forth the eighteen month training plan and schedules for off-island exercises of division units.

(1) Following each off-island deployment, the returning unit and its attachments will conduct a two week maintenance stand-down. Attachments/detachments will conduct the stand-down under the supervision of their parent commands.

(2) Maintenance stand-downs will be planned and scheduled with the primary mission of conducting maintenance and not for other training that would prevent operators, technicians and support personnel from working on equipment and associated records.

(3) During maintenance stand-downs, the effort will be concentrated on 1st and 2nd echelon preventive and corrective maintenance actions for all of the unit's mission essential equipment, to include the updating of equipment records.

c. For the duration of a maintenance stand-down, all nonessential training activities should be postponed.

2. Planning Guidelines for Maintenance Stand Downs

a. Detailed planning for a maintenance stand-down is required to ensure an effective effort. Planning requires a systematic approach. Some recommended avenues are:

(1) List items of equipment to be inspected during specific time intervals.

(2) Compile a list of work to be accomplished.

(3) Plan and request support requirements to augment the unit's maintenance capability.

(4) Schedule equipment maintenance at intervals so commanders can maximize use of available resources over the maintenance cycle.

b. The following resources should be considered:

1 Personnel and equipment time

(2) Support and test equipment

(3) Publications.

(4 Available shop space

(5 Repair parts & Pre-Expended Bin stockage.

(6) Funds. Fiscal status is a critical factor. A review of maintenance/replenishment funds must be accomplished. When necessary, additional funds should be requested from higher headquarters. Commanders should ensure that timely post-exercise LTIs and supply actions are accomplished to allow utilization of exercise funds when appropriate.

c. Supervisory personnel must be briefed on organizational needs and informed on procedures to be used to achieve the maintenance goals. Past trends from Field Supply Maintenance Analysis Office (FSMAO) and Logistics Readiness Evaluations (LRE) may require additional emphasis during the maintenance stand-down. The following procedures are recommended:

(1) Designate teams by name to pair experienced and non-experienced technicians.

(2) Ensure quality control.

3. Guidelines for Maintenance Stand-Downs. During maintenance stand-downs, the following tasks should be targeted:

a. Major/General Tasks

(1) Conduct OVE/OVM and SL-3 inventories.

(2) Conduct LTIs and evacuate those items requiring repair above the unit's authorized echelon of maintenance.

(3) Open EROs early enough to ensure required repair parts and PEB items are available throughout the stand-down period.

(4) Review and update the unit's Publication Listing (PL) and ensure all publication libraries are up-to-date, complete, and all required publications are on order.

(5) Verify or complete all required modifications on equipment during maintenance stand-down.

(6) Conduct a Consolidated Memorandum Receipt (CMR) inventory. Reconcile all discrepancies with supply.

(7) Inspect, repair, and replace embarkation boxes as necessary and inspect vehicle tactical markings against the SEMS Report.

b. Maintenance Management Related Tasks

(1 Update desktop procedures and turnover folders.

(2) Review training plans. Conduct scheduled training.

(3) Review and correct discrepancies found on MIMMS-AIS reports. Scrutinize NO CLOSE flags.

(4) Reconcile the LM-2 with the Mechanized Allowance List (MAL) and Equipment Allowance File (EAF) to match authorized/ possessed quantities.

(5) Reconcile the LM-2 with the weekly Table of Authorized Material (TAM) report to ensure that all deadlined equipment is reported accurately.

(6) Ensure RM-4 remarks on the LM-2 are accurate/ up-to-date.

(7) Update modification control records. Reconcile modifications between MMO records and commodity records.

(8) Update calibration records. Reconcile calibrations between MMO records and commodity records.

(9) Review PEB authorization letters. Verify that the PEBs are being maintained per current stockage criteria.

(10) Ensure special tool allowance letters are on hand and that inventories of this equipment are being conducted.

(11) Review PL and Internal Distribution List to ensure all commodities requiring publications are included.

(12 Update Publication Library/incorporate required changes.

(13) Conduct validation/reconciliation with all sources of supply/maintenance support.

c. Motor Transport Unique Tasks

(1) Conduct LTIs on all organic equipment. Open Equipment Repair Orders (ERO) as required.

(2) Requisition missing/unserviceable class 9 repair parts Float secondary repairables through MFAG as required.

(3) Evacuate equipment requiring third echelon maintenance or higher to the Intermediate Maintenance Activity.

Conduct and supervise motor stables.

(5) Perform first echelon preventive maintenance, second echelon corrective maintenance and scheduled maintenance due.

(6) Conduct reconciliation with Supply/MMO, i.e. MIMMS, DPR, TAM, DTL, LAYETTES and ERO TUB FILE.

(7) Conduct inventories of all chests, sets, and kits to include Tool Boxes, B-kits, Common Number One Kits, TM-10 and SL-3 On Vehicle Equipment.

Requisition all missing and unserviceable tools.

(9) Review Calibration Control Program. Submit TMDE to the calibration facility as required.

(10) Review modification control system. Requisition and/or apply required modification. Update modification control records accordingly.

(11 Review Equipment Record Jackets (NAVMC 696), update as required.

(12) Review all closed EROs resident in vehicle record jackets for correctness and accuracy.

(13) Review Scheduled Maintenance Roster, (NAVMC 10561 for correctness and accuracy.

(14) Review maintenance related directives and procedures, requisition all missing/unserviceable publications.

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CHAPTER 4

OPERATIONS

CHAPTER 4

OPERATIONS

4000. GENERAL. Whenever practical, commanding officers will administratively and physically centralize motor transport assets to ensure maximum efficient operation and economical use. Vehicles dispatched from motor pools will be suited to the mission assigned.

a. Commanders at all echelons will ensure that the principles of conservation are applied in the operation and maintenance of motor transport equipment in their commands. Use of tactical motor vehicle assets to perform routine garrison administrative runs should be restricted to ensure that tactical assets are available for training and ultimately for war.

b. To ensure proper utilization, commanders are encouraged to coordinate and consolidate inter- and intra-command transportation requirements through the unit MTO/dispatcher. Figure 4-1 is a list of calculations for determining POL usage and consumption and may prove helpful in planning motor transport operations.

c. Tactical and logistical considerations are the governing factors in the employment of motor transport equipment within the Division. Proper control and utilization of motor transport resources at all echelons are vital to ensure maximum personnel and equipment availability to effectively accomplish mission and tasks.

d. Commanders must require supervisory personnel and operators to know and understand all pertinent federal, host nation and military traffic regulations. Commanders are responsible for strict enforcement of all the above mentioned traffic regulations.

4001. MOTOR TRANSPORT PERSONNEL

1. Command Responsibilities. Motor transport operations and maintenance personnel should be capable of performing their duties in accordance with the current edition of MCO P1200.7 (MOS Manual) It is the unit commander's responsibility to schedule and conduct effective unit technical training to ensure achievement of optimum individual technical skill levels. Chapter 9 of this SOP outlines more specific requirements regarding the training of Marines serving in motor transport billets.

2. Division MTO Responsibilities. The Division MTO is responsible for providing recommendations regarding Occupational Field 35XX personnel assignments and reassignments to the Division Personnel Officer (PersO) through the AC/S, G-1.

CALCULATIONS FOR THE DETERMINATION OF POL USAGE AND CONSUMPTION

Class III Requirements, Petroleum, Oil, and Lubricants (POL). The data contained in the TAM pertaining to Class III items may be used as a guide in planning actual operational requirements when more accurate usage factors are not available.

1. Factors used in computation of fuel requirements are as follows:

a. Type of fuel consumed. The following codes are used:

1 G - Gasoline.

(2) D - Diesel Oil.

(3) K - Kerosene.

4 MD - Multi-fuel (Diesel Preferred).

b. Gallons per hour consumed.

c. Hours per day to be operated

d. Number of days to be operated.

e. Number of like items to be operated.

f. Formula: Gallons per hour (GPH) x Hours per day x Number of days x Number of like items = Gallons of fuel required.

Example: M-923 GPH = 5.3
8 hour day
7 days (1 week)
5 trucks

5.3 GPH x 8 hours per day x 7 days x 5 trucks = 1484 gallons
(5.3 x 8 x 7 x 5 = 1484 gallons needed)

2. The following planning factors may be used to determine the requirements for lube oil, gear lube, kerosene, and grease once the fuel requirements have been determined:

Figure 4-1.--Calculations for the Determination of POL Usage and Consumption.

a. Lubricating oil, internal combustion engines:

1 3% of total gallons of gasoline.

(2) 3.5% of the total gallons of diesel.

b. Lubricating oil, gear type. One half percent (0.5%) of the total gallons of gasoline and diesel.

c. Kerosene. One half (0.5%) of the total gallons for gasoline and diesel.

d. Greases

(1) One (1%) percent of the total gallons for gasoline.

(2) Three (3%) percent of the total gallons for diesel.

e. Formula:

Gallons of fuel required x percentage factor = quantity of lubricants required in either gallons or pounds.

Example: 1484 gallons of fuel

3.5 % of total gallons for Lubricating Oil

1484 gallons x 3.5% of total gallons = 51.94 gallons of Oil

Figure 4-1.--Calculations for the Determination of POL Usage and Consumption--Continued.

b. Slave cables will not be used to start inoperative vehicles except during emergency situations.

c. Operators and passengers seated in the front seat or cab are required to use goggles in any vehicle that does not have a front windshield.

d. Operators will always have an Assistant Driver whenever operating a vehicle for "Official Use"; on and off base, except for CUCVs which do not require an Assistant Driver.

e. The operator of a government vehicle is required to perform all first echelon maintenance on assigned vehicles. Daily maintenance will be performed utilizing the bottom portion of NAVMC 10627 (Trip Ticket). The operator will ensure that all applicable items on these forms pertaining to the equipment are maintained and checked properly. When completed, the operator will sign his name and turn the weekly form in to his immediate supervisor.

f. Failure to return a trip ticket can result in suspension of driving privileges or administrative/disciplinary action.

4002. MOTOR VEHICLE AUGMENTATION OF UNITS WITHIN THE DIVISION All major subordinate commands of the 3d Marine Division possess motor transport equipment authorized for organizational use. Because of the limited quantities and specialized roles of that equipment, it will not normally be available for support of external units.

a. Occasions may arise, such as upon notification that military forces on Okinawa are in Typhoon Condition 2, that may require the Division Motor Transport Officer (MTO) to direct the Division Motor Transport Coordinator to solicit organic transportation from Division units.

b. Organic transportation assets of all units within the 3d Marine Division will be made available to augment transportation commitments beyond the capabilities of Truck Company and assets from LMCC motor vehicle augmentation will be accomplished when directed by this Headquarters (G-4/MT).

4003. TRAFFIC REGULATIONS AND SAFETY MEASURES. All traffic regulations, including those prescribed by Japanese authorities, will be enforced by Roadmasters from Division, Wing, and FSSG as well as Military Police. Organizational MTOs will ensure that all motor transport personnel are aware of and comply with all pertinent federal, state, local, and military traffic regulations. Unit technical training programs will include, at least semi-annually, instruction and testing of motor transport vehicle operators and managers on applicable traffic regulations.

b. When properly completed, it contains a record of the route, destination, time of departure, time of arrival, speedometer reading, and other information pertinent to the trip.

c. Operators are prohibited from smoking, drinking or eating while operating a government owned, leased or rented vehicle.

d. All tactical vehicles when in use both on and off base will be operated with service drive lights on.

4006. OPERATING VEHICLES IN REVERSE

a. When operating a vehicle without an assistant, prior to backing, the operator will dismount and physically check to the rear and both sides of the vehicle to determine that the maneuver can be made in safety. This applies to CUCV and GME operators who may not have an assistant driver or passenger on board and to operators of tactical vehicles within the motor pool area.

(1) If an assistant driver and/or passenger is available, he will dismount and help guide the operator while backing, i.e., act as a ground guide.

(2) Ground guides will be held responsible for mishaps resulting from backing a vehicle in which the ground guide was negligent in his duties.

b. No vehicle will be backed until the operator has ascertained that such a maneuver can be made with absolute safety.

c. Operators will sound the horn prior to backing up.

4007. OPERATING VEHICLES IN BIVOUAC AREAS. When operating in a bivouac area which may be occupied by troops, each vehicle will be preceded by a ground guide walking to the front of the vehicle's direction of travel (forward or reverse).

4008. REQUIREMENTS FOR WARNING DEVICES. Japanese law requires all vehicles to be equipped with reflector/warning kits.

a. In the event of a breakdown, these items will be displayed during daylight and/or darkness or periods of reduced visibility. Warning devices must be placed so as to provide adequate warning to approaching motorists and to allow them to slow to a safe speed.

b. A sufficient number of warning flags, of a size not less than 12 inches square, lanterns, etc., will be attached and prominently displayed on each vehicle whenever loads protrude beyond the limit of the vehicle body.

g. Locally fabricated tow bars are prohibited

h. When towing a 5 ton series vehicle with a second 5 ton (other than a wrecker), the brakes on the towed 5 ton will be caged only in emergency conditions or unusual circumstances. The term "unusual circumstances" refers to cases in which the towed vehicle air system leaks and will not hold air pressure. In either case, tow bars will be properly secured, safety chains, and air line connected. Although air lines are not part of the 5 ton series OVE, units not authorized M-936 Wreckers are hereby authorized to appropriate one additional 5 ton series air line for use when towing vehicles. These must be listed as a Special Tool Allowance on the Consolidated Memorandum Receipt (CMR).

4010. AUTHORIZATION/CLEARANCE FOR MOTOR VEHICLE MOVEMENTS/CONVOYS Clearance for movements/convoys as listed below will be obtained from the Group Transportation Support Officer, 3d FSSG, by the Division Motor Transport Coordinator. Requests for clearance must reach this Headquarters (G-4/MT) five working days prior to the date of movement. Oversized vehicles will be moved per MARCORBASESJAPANO 11200.1, (Movement of Oversized Equipment). Division Roadmaster assistance, if desired, is available and may be requested in the following circumstances:

a. Convoys of more than five vehicles are planned.

b. Vehicles/vehicle loads will be in excess of 8 feet 2 inches in width.

c. Transportation of double towed vehicles (excluding dolly converters) is planned.

d. Transportation of explosives, when the net weight of the explosives to be transported exceeds 2,000 pounds.

e. Whenever a unit is transporting explosives during night time, after dusk.

4011. GOJ ROAD LIMITATIONS FOR VEHICLES/CARGO. Vehicles loaded with or without cargo, and exceeding the following dimensions require a road clearance confirmation prior to movement outside of U. S. Forces Japan installations and/or over GOJ public roads and Japanese private roads:

Description	Meters	Feet
Overall length	12.0	39 - 49
Overall width	2.5	8.2
Overall height	3.8	12.5

EXTRACT OF CABINET ORDER, GOVERNMENT OF JAPAN (TRANSPORT)

Article 12
(Loading Methods)

When loading vehicles with explosives, loading shall be in conformance with standards set forth in each paragraph;

1. Items shall be so loaded that they will not become subject to friction, jolt, or dropped in transit.

2. Explosives shall be covered with a waterproof and fire-resistant tarpaulin.

3. Explosives (except cartridges, blank cartridges, and artillery shells) shall not be loaded on vehicles exceeding the equivalent weight (including weight of packaging) of 80% of rated capacity of the vehicle.

Article 13
(Prohibition of Mixed Loading)

Explosives shall not be mix loaded on the same vehicle with the cargo listed below:

1. Ignitable or inflammable items.

2. Items or inadequate exterior packaging which might cause friction or shock to the explosive items.

3. Steel stock, machinery, mineral ore, and other heavy items.

4. Poisons, radioactive material, and other noxious items.

Figure 4-2.--Copy of the GOJ Regulations Pertinent to Vehicle Loads

a. Road permits for heavy equipment will be submitted to this Headquarters (G-4/MT) a minimum of ten working days prior to the desired movement date.

b. Requests for road permits will be made in accordance with the current Status of Forces Agreement (SOFA).

c. LVS combinations requiring road permits apply to the MK 48 coupled with the MK 16, MK 18, and M-870 trailer.

4015. SCHOOL BUSES. Vehicles travelling on Okinawan roadways are required to stop for school buses which have stopped to load or discharge school children. All vehicle traffic moving in both directions will come to a full stop at a reasonable distance from the bus. Traffic will not resume until the retractable stop sign is disengaged, conditions appear safe, the school bus has resumed its movement, or the school bus driver has signaled traffic to proceed.

4016. UNIFORMS. When operating tactical vehicles, operators and assistant operators will wear the appropriate uniform of the day.

a. Civilian clothing is not authorized unless specifically required in the performance of official duties.

b. Military passengers in tactical vehicles will be in the appropriate military uniform of the day with the exception of those participating in organized athletics or command sponsored social functions.

c. Whenever units have a requirement to transport personnel who will be travelling in civilian clothing, advance notification of the Division Motor Transport Roadmaster is required.

d. This policy is intended to prevent misuse of tactical motor transport assets.

4017. VEHICLE SECURITY. Tactical vehicles will not be left unattended without providing for the security and safety of the vehicle(s). Locking devices as discussed in applicable technical manuals, operator's manuals, and modifications instructions will be utilized when leaving vehicles unattended.

a. HMMWVs will be secured (locked) by means of a cable or chain locked through the steering wheel.

b. All vehicles two and a half ton GVW or larger will be secured by means of a chain or cable routed through the steering wheel, attached to the clutch or brake pedal, and locked.

(3) Troops remain seated with arms and legs within the dump bed at all times during transit.

(4) Speed is consistent with road and weather conditions and will at no time exceed 25 miles per hour.

(5 An access ladder is provided.

(6) The following notation is entered in the "Before Operation" column of the NAVMC 10627 Trip Ticket: "Before carrying personnel, install safety pins."

2. Cargo. Vehicle operators are responsible for ensuring that cargo is properly loaded by the shipper and for preventing loss or damage to the load. Operators will also prepare their vehicle for unloading and act as guides for material handling equipment operations. Cargo will be evenly distributed and properly secured.

a. No cargo/equipment such as barbed wire, concertina, camouflage netting, etc., will be attached to the outside of any vehicle except in combat situations.

b. Operators are responsible for ensuring cargo is not pilfered. For the protection of operators in this regard, the of locally produced way bills is encouraged in addition to providing physical security as required.

c. Instructions for handling and transporting dangerous materials are contained in NAVSEA OP 2239 and paragraph 4009 of this chapter.

4019. USE OF SPECIAL PURPOSE VEHICLES

1. Special purpose vehicles are defined as vehicles which are not designed to haul troops or cargo in a normal situation.

a. Special purpose vehicles such as ambulances, refuelers, wreckers will be used solely for the purpose designed.

b. Administrative runs to transport personnel and/or cargo are not authorized.

c. Radio (communications/electronics) vehicles (those with AN/MRC data plates) are authorized to tow a trailer provided that the vehicle and trailer capabilities/compatibility are not violated.

(1) Removal and installation of communications associated equipment must be accomplished by the communications sections/unit of the owning organization.

(2) Maintenance of vehicles above the operator level is a motor transport function.

2. Utilization of government vehicles for transportation which is not directly related to the actual performance of official duty as set forth in the current edition of MCO P11240.106 is prohibited.

a. These restrictions preclude use of tactical or commercial vehicles for travel to and from places of domicile, work, messing facilities (*), recreation areas, social engagements, commissaries, exchanges, and service/civilian clubs.

(*) Tactical vehicles may park at messing facilities when the driver and/or passengers are:

(1) Serving in the line of duty, such as Duty NCO, Camp Security, or Camp Duty Driver.

(2) On official business from a camp other than their assigned camp/base.

5 tons are not authorized at any time.

(4) Designated areas for parking tactical vehicles

b. When questions arise concerning the "official use" of a vehicle, they shall be resolved in favor of strict compliance with statutory provisions and the policies of this SOP.

3. Vehicles following physical training formations and forced marches will remain well to the rear of the formation, on the same side of the road that the formation is travelling on, and on or towards the shoulder of the road when possible. Safety vehicle operators must maintain a safe distance from the last Marine(s) in the formation and will keep the rear road guards in sight at all times. Safety vehicles will avoid impeding traffic flow.

4. Motor vehicle operators that operate special purpose vehicles such as wreckers, refuelers, and LVSs, are authorized to wear standard issue coveralls in the performance of their duties. Chevrons will be worn on the collars of the coveralls as they are worn on the utility uniform. Safety shoes/boots are a mandatory requirement when operating the above listed special purpose equipment.

5. Wreckers may be used to exercise all gun tube recoil mechanisms and move sling-type cargo when other MHE is not available.

6. As a general rule, dump trucks will not be used to transport personnel. Further amplification of the guidance for transporting personnel in dump trucks on an emergency/special case basis is delineated in paragraph 4018.

4020. EQUIPMENT RECOVERY. Recovery operations must comply with equipment technical manuals, FM 200-22 (Equipment Recovery), FMFM 4-9 (Motor Transport), FM 21-305 (Manual for the Wheeled Vehicle Driver), and local restrictions. Only qualified operators will perform equipment recovery. Tactical equipment will not recover POVs except under emergency situations and only when directed by the commander.

4021. DESTRUCTION OF VEHICLES. All motor transportation personnel will be familiar with the provision, found in applicable technical manuals, for destruction of vehicles and equipment in the event of imminent capture by the enemy. Ambulances will not be destroyed.

4022. PARKING OF VEHICLES. M-series trucks can be started very easily. When parking these vehicles, ensure the transmission and transfer are in neutral, the parking brake is applied and chock blocks are applied under one wheel - or more if necessary. If a vehicle is parked in gear and is accidentally bumped or pushed by another vehicle, the parked vehicle could start. Transmissions must be placed in the "neutral" position when parked. Because automatic transmissions in tactical vehicles do not have a "park" position, special attention must be paid to ensure that parking brake systems on these vehicles is engaged before exiting the vehicle. All parked tactical vehicles will use chock blocks.

4023. DUTY WRECKER SERVICE

1. Organizations requiring use of a wrecker during normal working hours will submit requests by phone to this Headquarters (G-4/MT). Each organization of the Division that has a wrecker will inform this Headquarters (G-4/MT) by phone when the subject wrecker enters or is removed from a deadlined status.

a. Wrecker service after normal duty hours and on weekends/ holidays will be provided by commands within the Division as promulgated by message from this Headquarters (published monthly and updated/modified when necessary). Units will first utilize every means of self recovery with on-hand assets before requesting wrecker service.

b. Emergency wrecker service will be requested through the 3d Marine Division Command Duty Officer (DSN 622-6809).

c. Tactical assets will not be used to recover commercial equipment, unless, commercial recovery equipment cannot reach the recovery item.

d. The Duty Wrecker Operator has full responsibility and authority when recovering equipment.

e. In off-road situations, if in the opinion of the Wrecker Operator, it would endanger personnel or equipment to attempt a recovery because of environmental conditions (darkness, adverse weather, etc.) the wrecker operator has the responsibility and authority not to attempt recovery until further assistance or additional recovery equipment arrives. In these instances, the unit and Division MTO must be notified.

2. Units assigned Duty Wrecker Service will ensure that equipment and qualified personnel are on station and available for immediate dispatch. It is the responsibility of the assigned unit to notify the 3d Marine Division Command Duty Officer at 1630 daily or 0800 on weekends/holidays that the duty wrecker watch is prepared for dispatch.

3. Units must notify the Division MTO prior to 1500 when valid circumstances prohibit assumption of this duty. In such circumstances, the Division MTO will notify an alternate unit and direct/task that unit to assume the duty.

4024. TRANSPORTATION REQUIREMENTS AND RESTRICTIONS FOR AMMUNITION/ EXPLOSIVES. Refer to Chapter 20 of this SOP for specific guidance/ requirements necessary for the transportation of ammunition, explosives and hazardous materials.

4025. VEHICLE ABUSE AND MISUSE

1. General. Vehicle abuse and misuse has been recognized by the Commanding General and other senior Marines at Division as a significant problem which must cease. Prevention of vehicle abuse is a responsibility of the commander of every organization possessing military vehicles.

a. Vehicle abuse is any act or omission of an act which results in damage to a government owned vehicle, no matter how slight or severe. Evidence of abuse will be investigated and is cause for disciplinary action.

b. Any failure by a mechanic, operator, assistant driver, or quality control personnel to perform their respective duties as outlined in published orders, manuals, and directives is to be considered an act of negligence and vehicle abuse.

c. Operators will be held responsible for any defects that are not due to reasonable wear and tear, defective material, workmanship or not previously noted during earlier inspections.

d. Whenever abuse of any vehicle or failure to perform preventive maintenance is discovered in an organization tasked with repairing the vehicle, a report of that fact will be submitted to the commander of the organization to which the vehicle is assigned for initiation of corrective action.

e. Mechanics will be held accountable for repairs made on government vehicles.

2. Types of Vehicle Abuse. The most common types of vehicle abuse include:

a. Any unauthorized use of a vehicle.

b. Excessive speed on all roads, off roadways (cross country) down grades, around turns, on the expressway.

c. Failure or improper use of turn signals, brakes, or other safety/signalling devices.

d. Failure to properly lubricate the vehicle or use authorized lubricants.

e. Unauthorized loading beyond the rated vehicle capacity or improper lashing/stowage of gear; to include, carrying more personnel than the rated vehicle capacity and/or failure to use seat belts or troop straps.

f. Failure to perform and document preventive maintenance checks and services; to include failure to properly adjust braking devices.

g. Failure to ensure adequate driver training and/or enforce safe driving techniques.

h. Operating vehicles that have been identified as combat or safety deadlined or degraded to a degree that could lead to additional damage to equipment or injury to personnel.

i. Failure to properly care for vehicles in storage.

j. Failure of supervisory personnel to ensure and enforce a practice of safe motor vehicle operations.

k. Making unauthorized stops, on or off military bases/camps.

l. Stopping/parking at Post Exchange, Commissaries, or other establishments which have been designated as off limits.

m. Failure to properly secure or provide for the security of unattended vehicles.

n. Parking at or going to residences for any reason (unless directed by proper authority) to include transporting personnel to or from residences, or work.

3. Military Police, Division, Base, FSSG, and Wing Roadmasters are authorized while on duty to stop at any location, as long as the stop is to enforce compliance with regulations and in the line of duty.

4026. ON-VEHICLE EQUIPMENT (OVE)

1. Commanders are responsible for ensuring that all OVE items listed in the appropriate equipment SL-3 are on hand and are maintained in a serviceable condition.

2. OVE will be stored in a secured area within the motor pool or a unit storage facility. A current inventory of all OVE will be filed by vehicle serial number and maintained with the gear. Effective management of these items requires a minimum of a monthly inventory to ensure satisfactory equipment condition and maintenance of allowances.

3. Storage and accountability of OVE is the responsibility of the commanding officer but may be designated for control purposes to a Responsible Officer.

4027. RESTRICTED ROADS. Government vehicles (including tactical and commercial vehicles) are authorized to travel only on numbered roads/routes, i.e., the Okinawa Expressway, Highway 329, Highway 58, Route 75, etc. Driver's Information Packets will contain strip maps of authorized routes.

4028. CONVOYS. All convoys will be conducted in accordance with FMFM 4-9, Motor Transport and TM 11240-14/2, Motor Transport Convoy Operations in Guerilla Environments. Local base/station, military and host nation laws and regulations affecting motor transport movements must be adhered to and obeyed in all convoys. Command and control relationships between convoy and troop commanders will be clearly delineated in both administrative and tactical movements. Chapter 5 of this SOP provides detailed information concerning the employment of convoys.

4029. MOTOR STABLES

1. General. Motor Stables is a simple, effective means of performing first echelon maintenance on a large number of vehicles at one time to ensure all first echelon maintenance is properly performed and required second echelon repairs properly reported. It is nothing more than performing maintenance "by the numbers". Motor Stables provide an effective, comprehensive, and systematic means of performing first echelon and identifying second and third echelon maintenance requirements on motor vehicles. With proper supervision, Motor Stables provide an excellent means to properly train motor vehicle operators in the correct preventive maintenance procedures. Motor Stables serve as an excellent means for inspection preparation as well as a means to conduct pre and post deployment maintenance requirements. Two aspects of Motor Stables which cannot be over emphasized are:

a. A need/requirement for close supervision.

b. A need/requirement to allot adequate time to conduct Motor Stables procedures. Six to eight hours for a truck and trailer is not considered excessive.

2. Organization. The total number of vehicles which may be incorporated into a Motor Stables evolution at any one time will be dictated by the number of supervisory personnel available. Under ideal conditions, Motor Stables procedures should include the following personnel:

a. One OIC/NCOIC

b. One Assistant NCOIC for each five vehicles.

c. One mechanic for each five vehicles

d. One vehicle operator for each vehicle

e. Maintenance personnel must be included in the program to ensure necessary second echelon adjustments are performed and necessary repairs have EROs opened. Without proper follow up by higher echelon maintenance personnel, the purpose of Motor Stables is defeated.

3. Preparations

a. Whenever possible, trailers should be attached to or in the immediate vicinity of the assigned prime mover.

b. Necessary supplies and equipment to conduct proper preventive maintenance must be available at the Motor Stables site. (examples are rags, oil cans, hydrometers, tire gauges, wire brushes, sand paper, paint brushes, brake fluid, etc.)

c. Operators will muster in front of their assigned vehicles. Once formed, the senior Marine conducting Motor Stables will ensure that each Marine has a Preventive Maintenance Checks and Services (PMCS) Checklist available for each vehicle.

4. Conducting Motor Stables

a. The senior Marine will commence Motor Stables by issuing the following order, "Perform Motor Stables, group one, step one". He/she will then read off the step to be performed and describe how it is done, if necessary.

b. Assistant NCOICs will supervise operators

c. Operators will perform the required PMCS steps and, when completed, will return to the front of vehicles and make the proper notation on their checklist.

d. When all operators have completed a step, the senior Marine will proceed until all items on the PMCS Checklist have been completed.

e. Upon the completion of this entire procedure, all forms will be collected and screened for further required repairs and then turned over to the appropriate maintenance personnel (QCI or Line NCO) for corrective/remedial action.

CHAPTER 5

CONVOY OPERATIONS

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CHAPTER 5

CONVOY OPERATIONS

5000. GENERAL. A convoy is defined as two or more vehicles moving together in execution of a common mission between two given points. The practice of dispatching single or individual vehicles to perform a common mission in lieu of or to avoid forming a convoy is not acceptable.

2. Convoys on the island of Okinawa utilizing hard surface roads will always be administrative. Command, control and communications will be maintained at all times. Route reconnaissance prior to the movement of a convoy is highly recommended when feasible. This will allow for planning the use of alternate routes if the original route is undergoing construction, etc.

3. In consideration of the high traffic density, narrow roads of poor condition/construction, and the tendency for roadways to become very slippery when wet/during rain, the maintenance of proper intervals between vehicles is essential and mandatory. The minimum safe distance between vehicles is ten meters for each increment of ten kilometers per hour being travelled.

4. Convoys operating on Okinawa will comply with all Japanese traffic regulations to include stopping for all traffic signals.

5001. RELATIONSHIPS DURING CONVOY OPERATIONS

1. When an organization is being transported in its organic vehicles, the troop commander has command of both the personnel being transported and the vehicle operator.

2. The commanding officer of an organization to which a truck unit has been attached exercises command over the truck unit through the unit commander.

3. When a truck unit is not attached to the organization that it is transporting, but is providing direct support, command of the convoy and each serial or march unit remains with the truck unit commander and his representatives at their respective levels. In these instances, the commanding officer of the troops being transported (Troop Commander) retains full command and issues orders necessary to conform to and implement those issued by the convoy commander concerning schedules, order of march, discipline, and operation of the convoy. When combat troops are being transported and a tactical emergency arises, the commander of the troops, regardless of grade, assumes command of the convoy and issues such orders as may be necessary to meet the emergency.

4. Command of a resupply convoy in which troops are participating as security personnel, remains with the convoy commander in the event of a tactical emergency.

5002. ORGANIZATION AND CONTROL

1. Motor transport movements/convoys must always be organized for a specific purpose in accordance with a specific plan. Convoys must be organized to effectively utilize all assets involved and take into consideration the tactical situation. When planning convoys consider: equipment availability and condition, operator/driver availability/levels of proficiency, condition of roadways, time constraints, enemy activity, probable/likely ambush points, reactionary forces available, rehearsals for action at danger areas and actions upon enemy contact.

2. Motor transport movement columns will consist of 20 or less vehicles except when tactical or other contingency requirements mandate a change to this policy. Columns may be broken down into increments of two to ten vehicles as necessary.

3. All motor transport movements/convoys will be organized in accordance with the three accepted column formations; closed, open, and infiltration, unless a specific situation exists that requires the commander to adopt an alternate policy. FM 55-30 (Motor Transport Operations) and TM 11240-14/2 (Logistics Considerations for Motor Transport Convoy Operations in a Guerrilla Environment) provide detailed information about formations.

5003. CONVOY PLANNING. The success of tactical or administrative motor transport movements/convoys depends to a large degree on effective planning.

a. Although both types of movements/convoys are conceptually similar, administrative movements/convoys within garrison (non-tactical) environments require considerable planning and coordination with local government roadway authorities to ensure success.

b. Tactical movements/convoys are more concerned with the dictates of the tactical situation. Tactical motor transport movements/convoys, whether actual or conducted as training exercises, require an operation order in accordance with the format contained in FMFM 3-1 (Command and Staff Action).

c. Commanders are responsible for determining the rank and number of personnel required to exercise effective column control and march discipline. The rank of the convoy commander should be commensurate with the abilities of the individual and the mission. Both column control and march discipline are indispensable to the success of any motor transport movement/convoy and are best attained through effective training and positive command attention. The following chart is provided as a general guide for selection/assignment of convoy commanders:

Number of Pieces of Equipment	Rank of Convoy Commander
Two - Five	NCO (*)
Six - Ten	SNCO
Eleven or more	OFFICER

(*) Refer to Chapter 7 for specific requirements when transporting ammunition/explosives.

d. Operational planning must be detailed and specific. All of the following factors must be considered, planned for/supervised:

Driver Assignment
Assistant Drivers
Serial Assignment
Vehicle Assignment
Trip Tickets
Wrecker Support
Driver Brief
Strip Maps
Rally Points
Control Vehicle
Military Police Escorts
Convoy Signs
Roadmasters Escorts
Unit Support Liaison
Accident Preparation
Corpsman/Emergency
Mechanic/Tools
First Aid Kits/Medical
Convoy Commander Assignment
Trail Commander Assignment
Serial Commander Assignment
Refueling
Communications
Call Signs
Check Points
Safety Inspections
Equipment Load Plan
Safety Measures
Road Guards
Division MTO Notification
Map Requirements
Smoke/Medical/Frequency
Medevac Procedures
Road Flares/Reflectors Kits/OVE

e. The Division MTO will coordinate and provide Roadmaster support/assistance to convoy commanders from the Division Motor Transport Section. When Division Roadmasters are committed or unavailable, the Division Motor Transport Coordinator will solicit Roadmaster support from units external to the Division.

f. The use of checkpoints during administrative movements/convoys throughout Okinawa is recommended. Serials in excess of 5 vehicles require a road clearance permit.

g. Command and control relationships between convoy and troop commanders will be clearly delineated in both administrative and tactical motor movements/convoys. FM 55-30 provides detailed information concerning this vital requirement.

5004. ROUTE RECONNAISSANCE. Organizations are required to conduct a thorough route reconnaissance during the planning and execution phases of tactical movements/convoys. TM 5-36 and FM 55-30 provide detailed instructions for effective accomplishment of this task.

5005. STRIP MAPS. All administrative and tactical motor transport movements/convoys will include the preparation and issuance of route strip maps to each vehicle operator, unless directed by the commander when it is determined that the administrative or tactical situation precludes adherence to this requirement.

5006. ON VEHICLE EQUIPMENT (OVE)/ON VEHICLE MATERIAL (OVM). Each vehicle in an administrative or tactical motor movement will be equipped with that OVE organic to the vehicle. Commanders are responsible for ensuring that all OVE is serviceable and available in sufficient quantities to meet operational/training requirements.

5007. ENROUTE MAINTENANCE. Administrative and tactical convoy commanders will ensure effective accomplishment of operator (first echelon) and organizational maintenance requirements during the movement/convoy. Formulation of proper maintenance procedures during the planning phase and effective accomplishment during the execution phase are vital to the success of any movement/convoy.

5008. SAFETY. Convoy commanders are responsible for compliance with all vehicle, traffic, and weapons safety regulations during the course of the movement/convoy.

a. Night movements/convoys require notification to Government of Japan authorities.

b. Communications vehicles will not tow trailers or other such equipment except when it is an external power source associated with the end item and is compatible with the towing capacity of the vehicle.

5009. CONVOY SIGNS. All administrative and tactical movements/convoys conducted as training exercises that are operated over roadways or through areas where other military and/or civilian traffic is or may be operating, will display warning signs.

a. Convoy signs will be placed on vehicles with the convoy as follows:

(1) Front of first task vehicle: "CONVOY FOLLOWS"

(2) Rear of first task vehicle: "END OF CONVOY"

(3) Front of last task vehicle: "END OF CONVOY"

(4) Rear of last task vehicle: "CONVOY AHEAD"

b. Signs will be 6 inches wide by 36 inches long.

c. Lettering on signs will be no less than four inches in height. Color combinations will be yellow on red. Lettering on the signs must be reflective.

d. Signs must be mounted so as not to obstruct the vehicle radiator or markings.

e. Command/control vehicles and point/trail vehicles will be identified with the appropriate sign described in paragraph 7 (a).

5010. NOTIFICATION OF DIVISION MOTOR TRANSPORT. The Division Motor Transport Officer will be notified at least three days prior to convoy operations. The following information is required:

a. Date-Time

b. Cargo-Troops

c. Route

d. Convoy Frequency

e. Number of Vehicles

f. Escort Request Provided

5011. ROADMASTER SUPPORT. Convoys of five or more vehicles or continuous convoys must be escorted by Roadmasters unless specifically waived by the Division Motor Transport Officer or the Division Motor Transport Coordinator. Roadmasters do not have authority to stop civilian traffic off base to maintain convoy integrity. Requests for Roadmaster support will be forwarded to this Headquarters (attn: Division Motor Transport Officer). The Division Motor Transport Officer may request Roadmaster assistance from external/supporting units when necessary.

5012. VEHICLE INTERVALS. Drivers operating in convoys will maintain a sufficient gap between vehicles to allow for following vehicles to stop on short notice. Sufficient gap is best computed as a ten meter per each ten kilometers of speed. Convoys of over 20 vehicles will be divided into serials of not more than 20 vehicles. Serials shall be spaced so as to avoid traffic congestion and dispatched at intervals of a minimum of fifteen minutes between convoys. Maintaining a safe interval between vehicles is important, particularly on Okinawa; local nationals have a tendency to integrate their civilian vehicles into and out of convoys with little regard for safety.

5013. ENTERING AND LEAVING BASES. Convoys of 10 or more vehicles, entering or leaving the base, will notify this Headquarters (attn: Division Motor Transport Coordinator) prior to arrival/departure from the base-camp. This will allow for final coordination with Roadmaster support. Convoys will pass through the gates at no more than 10 KPH in a closed column.

5014. CONVOYS TRANSPORTING EXPLOSIVES AND/OR OTHER DANGEROUS MATERIAL. All explosives and dangerous/hazardous material must be transported in vehicles operating individually or in a separate convoy. Refer to Chapter 7 of this SOP for more detailed information regarding the transportation of dangerous/hazardous cargo.

5015. COMMUNICATIONS. The unit MTO or S-4 will make liaison with communications personnel to ensure the assignment of frequencies, call signs, and radio vehicles are available for convoy operations

5016. SPEED LIMITS DURING CONVOYS. While maintaining proper intervals between vehicles, convoy operators/drivers will travel at the speed limit ordered by the convoy commander which will not exceed posted speed limits. Unless specifically directed by the convoy commander (and under combat conditions) operators/drivers will at no time exceed posted speed limits.

5017. CHECKLISTS FOR PLANNING CONVOY OPERATIONS. Figures 5-1 and 5-2 are provided for use as guidelines/checklists when planning for convoy movements.

OPERATIONS ORDER FORMAT FOR MOTOR TRANSPORT MOVEMENTS/CONVOYS

1. SITUATION:

   a. Friendly Forces

   b. Support Units

   c. Enemy Situation

2. MISSION:

   a. Type of Cargo

   b. Origin

   c. Destination

3. EXECUTION:

   a. General organization of convoy

   b. Time Schedule

   c. Routes

   d. Convoy Speed, Catch-up Speed

   e. Vehicle Distance

   f. Checkpoints

   g. Emergency Measures

      (1) Accidents

      (2) Breakdowns

      (3) Separation from Convoy

      (4) Ambush; action of convoy personnel in event of ambush and action of security personnel/forces during ambush

      (5) Medical Support

Figure 5-1.--Operations Order Format for Motor Transport Movements/Convoys.

4. ADMINISTRATION AND LOGISTICS:

a. Cargo Loading and Unloading and Security

b. Control of Personnel

c. Uniform and Equipment

d. Billeting/Messing Arrangements

e. Refueling of Vehicles

f. Servicing/Maintenance of Vehicles

g. Vehicle Recovery

5. COMMAND AND SIGNAL:

a. Location of Convoy Commander, Designation of Assistant Convoy Commander, Succession of Command

b. Action of the Security Force Commander

c. Serial Commander's Responsibility

d. Hand and Arm Signals

e. Radio frequencies and call signs for:

1 Control personnel

(2) Security force commander

(3) Fire support elements

(4) Medical evacuation support

6. SAFETY:

a. Hazards of route and weather conditions

b. Defensive driving, weapons safety and security

Figure 5-1.--Operations Order Format for Motor Transport Movements/Convoys--Continued.

CONVOY COMMANDER'S CHECKLIST

1. MISSION REQUIREMENTS:

    a. Current Intelligence/Situation.

    b. Task Vehicles: Type and Quantity

        (1) Personnel

        (2 Cargo by Type, Class, and Size

    c. Security Vehicles: Type and Quantity

    d. Maintenance Vehicles/Material Handling Equipment

    e. Command and Control Vehicles: Type and Quantity

2. RECONNAISSANCE: Leader's reconnaissance, maps and photographs

3. ROUTE SELECTION:

    a. Roads

    b. Bridges and Tunnels

    c. Grades and Curves

    d. Traffic Density

    e. Requirements for Route Preparation or Repair

    f. Enemy Capabilities

4. LIAISON AND COORDINATION:

    a. Units Along Route

    b. Units Being Moved

    c. Supporting Units; Highway Control Agencies, Shippers/Cargo Handlers, and Division Motor Transport (special road permits)

Figure 5-2.--Convoy Commander's Checklist.

5. CONVOY ORGANIZATION:

a. Size of Serials/March Units

b. Type of Column

c. Operating Gaps: Serials/March Units, Vehicles

d. Positions of Security and Supporting Units

e. Positions of Control Personnel/Escorts/Guides

f. Organization for Command

g. Vehicle Marking

6. MOVEMENT PLAN:

a. Controlled Route

(1 Convoy Clearance/Movement Credit

(2 Road Movement Table

(3) Special Permits/Authorization (Through Division MT)

b. Distance, Time, and Rate of Movement

1) Trip Distance

(2) Required Start Time/Required Arrival Time

(3 Column Length

(4 Slowest Vehicle

Rate of Movement/Speed

Maximum Catch-Up Speed

c. Loading

Report to, Time, and Place

Type/Class Cargo (Oversized Loads)

Figure 5-2.--Convoy Commander's Checklist--Continued.

Material Handling Equipment Required

Blocking, Bracing, and Cargo Restraints

d. Staging

(1 Location

(2 Vehicle Checks

(3) Cargo Checks

4) Time of Start Point

e. Operator Briefing

f. Start Point

(1 Location/Grid Coordinates

Identification Characteristics

g. Check Points

1) Locations/Grid Coordinates

(2) Identification Characteristics

Alpha-Numeric Designators

h. Guides and Markers

Positions

Posting and Pickup

i. Halts; Purpose/Time/Duration/Locations

j. Maintenance; Trail and Enroute Support

k. Medical Support; Organic Capability and Evacuation Procedures

Figure 5-2.--Convoy Commander's Checklist--Continued.

9. COMMUNICATIONS:

   a. Convoy Control Net

      (1 Serial/March Unit Commanders

      (2 Parent Unit/Headquarters

   b. Alert/Broadcast Net

   c. Security/Tactical Nets

   d. Fire and Air Support Nets

   e. Medical Evacuation

   f. Visual Signals

   g. Sound Signals

10. CONVOY COMMANDER'S AFTER ACTION REPORT:

Figure 5-2.--Convoy Commander's Checklist--Continued.

CONVOY COMMANDERS CHECKLIST

Before departure time, convoy commanders should use the following list of questions to make sure arrangements are complete:

1. Where is start point? Release point?

2. What route is to be used?

3. Has reconnaissance been made and the condition of the route determined?

4. Can bridges, tunnels, and underpasses safely accommodate all loaded and tracked vehicles?

5. Are critical points known and listed on strip maps?

6. What is the size of serials?

7. What is the size of march units?

8. What is the rate of march?

9. What is the vehicle interval on an open road? In built up areas? At halts?

10. What type of column will be used?

11. Have provisions been made for refueling?

12. Has a suitable bivouac site been selected?

13. Have suitable rest and mess halt areas been selected?

14. Is a road movement table needed? Prepared? Submitted?

15. Have convoy clearances been obtained? What date?

16. Are escorts required and are they requested?

17. Are spare trucks available for emergencies?

18. Are vehicles fully serviced, clean, and ready for loading?

19. Are loads properly secured and balanced?

Figure 5-2.--Convoy Commander's Checklist--Continued.

20. Are drivers thoroughly briefed? By whom? When? Have strip maps been provided?

21. Are blackout lights functioning?

22. Is the convoy marked with required signs to the front and rear of each march unit?

23. Are guides in place? Have arrangements been made to post guides?

24. Are maintenance services alerted?

25. Is a maintenance truck/vehicle in the rear of the formation? Are medical personnel available and placed towards the rear of the formation? Is there a plan for casualties?

26. Are all key personnel advised of the estimated time of arrival (ETA)?

27. Is there an officer or staff NCO at the rear of the convoy?

28. Is there a truck load plan? Who is responsible?

29. Is there a truck unload plan? Who is responsible?

30. Has a plan been made for feeding personnel?

31. Have times been established for loading trucks?

32. Has time been established for formation of convoy?

33. Have times been established for unloading trucks?

34. Has time been established for releasing trucks? Who is responsible?

35. Is there a carefully conceived plan known to all convoy personnel that can be used in case of attack? Have rehearsals been planned for and executed prior to the convoy movement?

36. Is a written operation order on hand if required?

37. Will a log of road movement be required at the end of the trip? Are the necessary forms on hand?

Figure 5-2.--Convoy Commander's Checklist--Continued.

38. Has a weather forecast been obtained?

39. Do all personnel have proper clothing and equipment?

40. Is there a communications plan?

41. Do you have the convoy commanders report outline ready for the after action report?

Figure 5-2.--Convoy Commander's Checklist--Continued.

CHAPTER 6

SPECIALIZED MOTOR TRANSPORT OPERATIONS

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d. Scheduled maintenance while on board ship must continue to be performed while underway. Liaison with the ship's first lieutenant or combat cargo officer is essential to determine when and where vehicle maintenance and wash-downs can be performed.

6002. VEHICLE PREPARATION FOR AMPHIBIOUS EMBARKATION. Vehicle preparation for amphibious embarkation includes inspection to ensure the presence and satisfactory condition of all required equipment, tools, and lifting fixtures.

1. Preparation of vehicles includes the following:

a. Fuel tanks should not exceed three-fourth (3/4) capacity, and a reserve supply of fuel and lubricants in five gallon cans secured to the vehicle. Check the fuel, lubricating, cooling, and ignition systems. The tires should be inflated to the specified loading pressure.

b. Motorized vehicles to be landed across the beach must be waterproofed.

c. Cargo compartment bows should be removed, secured together, and attached to the body of the vehicle. Canvas tops should be folded and placed in the vehicle when required. Windshields will be crated and lowered only when required.

d. Vehicles will be free of fuel, oil, and coolant leaks, and the batteries free of corrosion and properly secured and connected

e. Instructions should specify whether tire chains will be used during the landing.

f. Cargo loaded in vehicles will be firmly secured and cross-lashed. The height of loaded cargo will be established by the ship Combat Cargo Officer.

2. Vehicles must be clearly marked/identified as per Embarkation SOPs. Placard markings will indicate:

a. Ship hull number.

b. Hold level in which the vehicle will be stowed.

c. Unloading priority number.

d. Landing serial number.

3. Markings may be made on masking tape with a grease pencil. Chalk may be used when other materials are not available.

(a) In Arctic regions, personnel must be more than simply qualified motor vehicle operators.

(b) Personnel must be indoctrinated in the cold weather aspects of maintenance, personal survival in cold weather environments, and aware of associated medical dangers (such as hypothermia) and other hazards in cold weather environments.

(2) Material. The operation of equipment and handling of material in temperatures above minus 25 degrees (Fahrenheit) is not difficult and is common in operations in North America and Europe. From minus 25 degrees to minus 40 degrees (Fahrenheit) operations become more difficult, but proper training will prevent many malfunctions/material and equipment failure. From minus 40 degrees to minus 65 degrees (Fahrenheit), maximum effort by all personnel is required to perform even simple tasks with completely winterized equipment.

c. Maintenance. The importance of organizational maintenance must be emphasized to all personnel. Maintenance of mechanical equipment is exceptionally difficult in a cold weather environment. Even shop maintenance cannot be completed within normal time parameters because equipment must be allowed to thaw-out and warm-up before mechanics can make necessary repairs. When operating in a cold weather environment, an important consideration is the additional time required to perform tasks.

(1) This increase in time cannot be over emphasized and must be included in all planning. Efficiency is reduced by the bulk and clumsiness of the clothing worn in extreme cold areas.

(2) It is dangerous to touch cold metal with bare hands. A degraded sense of touch further reduces the efficiency of personnel and increases the time required to complete even the most basic tasks.

(3) In temperatures below minus 20 degrees (Fahrenheit), planning for the accomplishment of preventive and corrective maintenance requires allotting up to five times the normal time.

(4) Complete winterization, diligent maintenance, and well-trained personnel are the keys to efficient cold weather operations.

d. Movement. The lack of roads, soft, wet terrain prevalent in the summer, snow and blizzards in wintertime, thick forests in mountainous and hilly terrain, and innumerable waterways are some of the barriers to movement in most cold weather areas of the world.

6004. DESERT OPERATIONS

a. Unit Preparations. Units which are alerted for desert operations should intensify technical training on the effects of desert/arid environments on personnel and equipment. Refer to FM 90-3 (Desert Operations) and technical manuals for specific vehicle preparations necessary for efficient operations in desert/arid types of climates/environments.

b. Maintenance. Every precaution must be taken to prevent sand and dust from entering crankcases and gear housings and contaminating the lubricant. Filler and dipstick caps and gaskets must be in place and in good condition. Oil filters and lubricants require more frequent inspection and replacement. Gear boxes and axle housing vents should be checked for serviceability and cleanliness daily.

c. Tires. High temperatures, like those experienced in desert conditions, will damage tires. During normal operation in a temperate climate, tires get hot as they flex under a load. When the air temperature is high, tires can't cool off, and the excess heat weakens the tire. One step that can be taken to reduce or minimize this problem is to prevent vehicles from being overloaded or loaded to capacity. Operator's manuals list lower tire pressures for operating in sand. A lower pressure can give tires more flotation and traction in sand. If this step is taken, remember to add air when you return to paved surfaces. Refer to Figure 6-1 for recommended tire pressures in desert/arid climates.

6005. DEPLOYMENT SUPPORT

1. General. Deployment support encompasses the movement of forces and the sustainment associated with scheduled training exercises, contingency missions, and crisis driven deployments for which no specific contingency plans exists.

a. Deploying MAGTF (Marine Air Ground Task Force) commanders plan and organize deployments and establishes the priority and sequence for the deployment of personnel, equipment, and supplies.

b. The MAGTF commander also coordinates the development of the deployment plan with the FMCC (Force Movement Control Center), LMCC (Logistical Movement Control Center), and UMCC (Unit Movement Control Center).

2. Responsibilities. MTO advises the commander on all matters pertaining to Motor Transport and is usually included as a member of the staff. The MTO analyzes operations and contingency plans to determine supportability and recommends changes as appropriate. Prior to and during deployments, the MTO determines requirements and monitors the status of all motor transport equipment and personnel consistent with established priorities.

3. Deployment Procedures. Commanders will ensure that deployment plans, LOIs, etc. include instructions and guidance pertaining to ground transportation requirements and motor transport equipment employment. Particular interest must be given to the use of all Military Sealift Command (MSC) assets when deployments occur. For deployments to Sub Unit-1, Camp Fuji, additional guidance as to motor transport maintenance and operations are delineated in more detail in Chapter 21 of this SOP.

4. Supply Support. Commanders will ensure that motor transport maintenance personnel are involved in the inspection, validation and establishment of stockable levels for Class III (POL) and Class IX Supply (Parts Blocks) prior to deployment. Advance inspection and inventory by the deploying unit is strongly recommended at least 60 days prior to the start of an exercise.

5. Maintenance While on Deployment

a. Requirements to perform equipment maintenance while deployed may not be deferred. Maintenance schedules should be adjusted so that equipment may receive all previously scheduled maintenance services in a timely manner.

b. Special arrangements for vehicle maintenance, while embarked on board ship should be made with the vessel commander. This may be accomplished prior to the actual loading of the ship and coordinated through the ship's first lieutenant or combat cargo officer.

c. Of prime importance is the requirement for fresh water washing of vehicles after conducting amphibious landings and back loading of ships. The water used for wash-down need not be potable water. But must be low in salt/alkaloid content.

Note: Beachmasters of host nations normally provide this service Without fresh water wash-downs, maintenance problems may become compounded and more extensive with time.

6. Inspections. Commanders will ensure that plans and provisions are established that direct the pre-deployment/post-deployment inspection of motor vehicles (pre-deployment LTIs).

7. Embarkation. Motor vehicles will be prepared for embarkation in accordance with FMFM 4-1, Division Order P4600.1, and this SOP. Additional information concerning vehicle preparations for embarkation is delineated in applicable vehicle technical manuals.

6006. AIRLIFT MOVEMENTS. FMFM 4-6 and vehicle technical manuals provide pertinent information, instructions, and procedures for preparing vehicles for movement by aircraft.

6007. DEPLOYED LICENSING OPERATIONS

1. The commanding officer of a deployed battalion or regiment is authorized to issue, renew, or issue duplicate licenses as necessary provided the requirements of MCO 11240.66 have been met. A log book listing all licenses issued, by number, name, type of equipment, and date issued must be kept. The landing force commander will normally be the licensing agent for all units comprising the landing force during deployment.

2. Licenses issued by deployed battalions or regiments will automatically expire upon return to Okinawa. Prior to deployment, deploying units will coordinate with the parent command MTO for temporary licensing material.

6008. CARGO LOADS AND TIE DOWN PROCEDURES

1. Proper Loading Practices. By design, all vehicles have a given cargo area measured in cubic feet. This is determined by the width, length, and height of the cargo bed of the vehicle and given payload and weight capacities of the suspension. Cargo weight, bulk, and shape, the condition of the road, the terrain features, and the weather all effect the payload.

a. Weight. With dense cargo like ammunition, vehicle weight limits may be reached before the cargo space is filled. In cases where the weight has not been stenciled on the cargo/shipping crate, scales, if available, are used to weigh the cargo. If cargo scales are not available, drivers must estimate cargo weight.

b. Overloading Vehicles.

(1) The primary difficulty with loading vehicles beyond their rated capacity is the potential damage to and failure of vehicle components.

(2) Vehicles may be put out of operation for service and repair, causing vehicle availability rates to decrease. This effects unit efficiency and denies the use of the vehicles for any purpose until the services or repairs are completed.

c. Improperly Distributed Cargo/Weight.

(1) Trucks may be damaged when cargo is not distributed evenly (too much weight concentrated in one place). Improper distribution has the same effect as overloading.

(2) Besides potential damage to the suspension, incorrect loading can endanger the driver, passengers, and may result in damage to cargo.

d. Improperly Tied-Down/Lashed Cargo. Cargo placed in the cargo area of a vehicle can be damaged, lost, or cause injury to personnel, if not properly secured. Cargo must be properly lashed and tightly secured before the vehicle is moved.

3. Driver Loading Responsibilities

a. Vehicle operators are responsible for ensuring that all cargo is properly loaded, secured/lashed to prevent movement, protected from the weather, and safeguarded from pilferage.

b. Operators will inspect all cargo to ensure that cargo weight does not exceed the rated vehicle capacity.

c. Operators are responsible for ensuring that the vehicle hand brake is set and that wheel chocks are placed under the rear wheels to prevent accidental movement of the vehicle while loading operations are being carried out.

d. Operators are encouraged to comply with the following:

(1) Place heavy supplies at the bottom of the load and distribute them evenly over the cargo space.

(2) Place cargo in positions that will prevent the load from shifting, distributing the weight equally.

AIRLIFT GUIDE AND LOADING PREPARATION CHECKLIST

1. GENERAL. Working in and around aircraft pose unique hazards and special requirements for load teams to be aware of. FM 55-12 and MACP 50-13 provide additional guidance when preparing for airlifts of motor transport equipment and cargo.

2. GUIDELINES

a. Vehicles and equipment will be inspected in the Marshalling Area and Joint Airlift Inspection Records (DD Form 2133) will be completed.

b. Do not drive any vehicle under any part of an aircraft unless the vehicle is being loaded or unloaded from that aircraft

c. Maximum speed while in aircraft parking area is 15 mph.

d. Maximum speed within 25 feet of an aircraft is 5 mph.

e. Maximum speed within the aircraft is 3 mph.

f. A parked, unattended vehicle must be shut down (off), transmission in gear (diesels in neutral), parking brake set, and wheels chocked. For commercial vehicles which require keys, the keys will be left in the ignition.

Note: Parking lights will be on during night operations.

3. CIRCLE OF SAFETY

a. The "circle of safety" is an area extending ten feet beyond the aircraft's wing tips, nose and tail.

b. All vehicles are prohibited within this circle except those that have been directed or authorized.

c. Vehicles will not approach the aircraft unless directed to do so and then only with a guide.

4. SAFETY CONSIDERATIONS NEAR AIRCRAFT. Vehicle operators must be instructed in and familiar with the following basic safety rules:

a. The aircraft always has the right of way.

b. Never drive behind an aircraft when engines are running.

Figure 6-2.--Airlift Guide and Loading Preparations Checklist.

(2) Team Leaders position Ground Guides to the rear of vehicles to help monitor clearances and will ensure that the Ground Guides position themselves in full view of the driver.

(3) Team Leaders assist in lashing/securing of cargo, if required.

b. Ground Guides. Ground Guides will assist the team leader in directing vehicles onto aircraft. Ground Guides will position themselves to the rear of the vehicle, relay marshalling signals to the Team Leader, and monitor vehicles and aircraft clearances. Ground Guides also assist in lashing/securing cargo, if required.

c. Tie-down Crews. Tie-down Crews should be selected and be proficient in the use of aircraft tie-down equipment. They will secure and re-secure cargo as directed by Aircraft Loadmaster.

d. Operators. Operators prepare vehicles for air movement in accordance with vehicle/load preparation checklists.

6. MOVEMENT INTO AIRCRAFT. Vehicle transmissions will be in the lowest range all-wheel drive. Drivers will maintain vehicle speed as slow as possible not to exceed 3 mph on aircraft.

a. Operators will not use mirrors when backing, but will rely on Ground Guides.

b. Operators will not attempt to judge clearances. They will make small corrections when directed to turn or change direction.

7. ACTIONS ONCE POSITIONED ON BOARD AIRCRAFT

a. Engines off.

b. Transmission in lowest gear or transmission in neutral (DIESEL). All-wheel drive engaged (if applicable).

c. Pressure on the foot brake will remain until the parking brake is engaged.

d. Operators will remain seated in the vehicle until directed to dismount by the Team Leader.

e. If the sound of a whistle is noted, drivers will stop their vehicle immediately.

Figure 6-2.--Airlift Guide and Loading Preparations Checklist--Continued.

LOAD PREPARATION CHECKLIST

This checklist, if followed, will eliminate many problems often encountered during airlift movement or exercises. This list is an expanded version of the Joint Airlift Inspection Record (DD Form 2133) from which all vehicles and cargo will be inspected prior to air shipment. The letters and numbers that follow correspond to the inspection item on the DD Form 2133.

Note: FM 55-12 contains a sample DD Form 2133.

1. Vehicle and Equipment checklist.

    a. Check for vehicle cleanliness.

        Dirt, Mud, Snow, and Ice removed.

        Oil or fuel soaked rags removed.

        Insects and all foreign matter removed.

    b. Check for fluid, fuel, oil and water leaks.

        (1) No fuel or hydraulic fluid leaks allowed.

        (2) 5 drops or less per minute of oil/water is acceptable.

        All fluid caps will be tightened.

    c. Marking the center of balance (C/B), gross weight, and axle/tongue weights (marked on both sides):

        (1) Using masking tape (minimum 1/2 inch), form the letter "T". The horizontal tape (minimum 8 inch length) is to be marked "GW + (the weight of the vehicle)." The vertical tape (minimum 8 inches) is marked with "C/B (and an arrow)". The center of balance (C/B) must be accurately marked.

        (2) Put a piece of tape above each axle (or center of tandem axles) or trailer tongue. Mark axle tongue weight on tape with grease pencil or "magic marker" in contrasting color.

        (3) Apply these markings only after the secondary load is applied (if applicable), vehicle is weighed, and the center of balance is computed IAW FM 55-12 or 50-13.

Figure 6-3.--Load Preparation Checklist

(4) Windshields will be padded for air movement.

d. Fuel.

(1) See TM 38-250, Chapter 3, for specific fuel-in-tank limitations

(2) Fuel tanks will be not more than 3/4 full and not less than 1/4 full.

(3) Vehicles with fuel will have a placard with "FUEL IN TANK" placed on the vehicle in any one of the following positions:

(a) The windshield.

(b) Front of the vehicle

(c) On the filler neck of the vehicle fuel tank.

e. Fuel Tank Caps.

(1) Pressurized tanks: caps in semi-locked position.

(2) Non-pressurized tanks: caps in locked position

3) Must have serviceable seals.

f. Expeditionary Cans

(1 Secured to vehicle in racks.

(2) Maximum fuel level: 5 gallons (filled to the top seam or 1 inch below filler neck).

(3 Must have serviceable caps and seals.

(4) Must be clean; no spillage in storage brackets.

g. Size Reduction

(1) Mirrors that extend beyond the body of the vehicle must be folded in.

Figure 6-3.--Load Preparation Checklist--Continued.

(2) Remove antennas and other items as required.

(3) Refer to TB 55-45-1 to determine the size constraints for various aircraft and to determine the extent of vehicle preparations required to fit on board the supporting aircraft.

h. Batteries

(1 Must be secured.

(2 Must have all caps secured and no cracks in case.

(3 No fluid leaks.

(4) Battery terminals must be clean and have rubber covers or be covered with tape.

i. All On Vehicle Equipment (OVE) must be secured

j. Tires must be filled to normal operating pressures

k. Tie-down Points and Pintle Hooks

(1) Ensure an adequate number of "closed-loop" clevises and safety pins are on hand.

(2) All pintle hooks will be equipped with safety pins. When towed loads are attached, pull "T" handles will not move.

l. Tanker Vehicles

1 Water tankers: drained.

(2) Diesel tankers: drained, purging not required.

(3) MOGAS tankers: drained and purged IAW TM 38-250.

(a No fumes allowed

(b) DD Form 1387-2 required.

m. DD Form 1387-2 (Special Handling Data/Certification). Three copies are required for items listed in TM 38-250, Chapter 4.

n. Manifests (Cargo and Passenger). 15 copies are required and must list individual body and hand carried baggage weights.

Figure 6-3.--Load Preparation Checklist--Continued.

2. Secondary Loads.

a. Secured to Vehicle

(1) Rope - 1/2 inch minimum

(2) Metal Banding - 3/4 inch minimum

3) Secure to prevent movement

b. Weight within rated cross-country capacity of vehicle.

c. Cargo loaded in the vehicle bed must not be higher than the side racks (metal sides of the cargo body or the removable wooden side racks).

d. Remove vehicle bows and stow in cargo bed. Spread canvas cover over cargo.

e. All dangerous cargo marked and identified:

(1) DD 1387-2 placed on windshield or body or vehicle carrying dangerous material.

(2 Correct label attached if required IAW AFM 71-4.

(3 Dangerous cargo segregated

e. Compatible with other cargo IAW TM 38-250.

f. DD Form 1387-2 completed as required

3. Special Requirements

a. Shoring (wood planking to protect aircraft floor

(1) Rolling shoring (3/4 inch minimum) required for tracks unless all pads are serviceable.

(2) Parking shoring (3/4 inch minimum) to protect aircraft floor from metal cleats as above.

(3) Sleeper shoring required with vehicles weighing 20,000 pounds or more with balloon type tires, i.e. M-520 and forklifts. This shoring is stacked under the chassis near each wheel to prevent bouncing during in flight turbulence.

Figure 6-3.--Load Preparation Checklist--Continued.

(4) Trailers with tongues resting on the aircraft decking require shoring 12 by 12 by 3/4 inches under tongue. Tongue weight in excess of 600 pounds require 2 pieces of stacked shoring.

b. Generator trailers checked to prevent shifting. Generator fuel tanks will not contain more than 1/4 of the rated capacity.

4. Pallet Dimensions.

a. Load planning dimensions: 88 by 100 inches.

b. Cargo surface of pallet:

Length: 84 inches

Width: 104 inches

Height: 96 inches maximum

Note: When loaded on the ramp of a C-130 or C-141, the height is limited to 76 inches.

c. Maximum weight per pallet: 10,000 pounds

Note: For additional information on height and weight restrictions refer to MACP 50-13.

5. Hazardous Cargo.

a. All hazardous materials must be identified, packaged, and properly documented on DD 1387-2. Ensure hazardous cargo is compatible with other cargo in accordance with TM 38-250.

b. Units transporting hazardous materials are required to have a certifier present for Joint Inspections.

All hazardous cargo must have a "Dash 2" attached

Placed on pallet with the "Dash 2" in view/readable

Compatible with other hazardous materials on pallet

Copy of each "Dash 2" provided to Division Embark

Units will provide or request transportation and MHE.

MHE will be provided at K5R

Figure 6-3.--Load Preparation Checklist--Continued.

d. The deploying unit will supply an inventory list citing all hazardous materials; this inventory list will be signed by the movement/embarkation officer.

e. Cargo pallets, with (3) pieces of dunnage, will be staged 72 hours prior to flight at K5R. Joint Inspections (JI) will be coordinated through Division Embark. Deploying units will provide representatives to correct discrepancies noted during Division inspections and JIs.

f. Baggage pallets may be built on the day of the flight as soon as PAX arrive at the airfield.

g. Pallets will be placarded on (2) sides. Placards need to contain the following information: Unit, weight, height, point of entry, point of departure, and priority number.

h. Palletized tent poles, or any other pole type item, must have bracing boards at each end.

i. Concertina wire will be positioned on the pallet or boxed/ covered so that the wire does not touch the net or is potentially dangerous of personal injury.

j. Ensure no metal-to-metal contact; especially metal cargo to aircraft.

k. Don't mix baggage and cargo.

6. Helicopter (Flyaway) Checklist for Vehicles.

a. Battery disconnected and terminals taped.

b. Fuel quantity; maximum 3/4 full or 150 gallons, whichever is less.

c. Center of Balance and gross weight

(1) Mark on both sides with tape and grease pencil (same as any vehicle).

(2) DD Form 1387-2 completed.

7. Passenger (PAX) Information. Passengers will arrive not later than 3 hours prior to departure.

Figure 6-3.--Load Preparation Checklist Continued.

8. Coordinating Instructions.

a. Units will provide a (20) man working party for staging and JI inspection and will provide for transportation and chow.

b. All locked containers must be open for JI.

Figure 6-3.--Load Preparation Checklist--Continued

CHAPTER 7

TRANSPORTATION REQUIREMENTS AND RESTRICTIONS REGARDING CLASS V(W) AND CATEGORIES I, II, III, AND IV WEAPONS SYSTEMS

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7002. NIGHT TRANSPORTATION OF CLASS V(W) AND CATEGORIES I, II, III, AND IV WEAPONS SYSTEMS. Ammunition will not be transported during the hours of darkness without prior approval from this Headquarters and in accordance with COMNAVFORJAPANINST 4643.1 (Commercial Motor Shipment of Ammunition, Explosives and other Dangerous Articles) in Japan. Night movements require Government of Japan notification. When transporting Class V(W) and Categories I, II, III, and IV Weapons Systems during the hours of darkness, a minimum of 96 hours advance notice to the Division Motor Transport Coordinator is necessary to allow time to notify GOJ authorities and obtain the required road permits.

7003. METHODS OF AUTHORIZED TRANSPORTATION FOR CLASS V(W) AND CATEGORIES I, II, III, AND IV WEAPONS SYSTEMS

a. Authorized Vehicles

(1) Tactical cargo vehicles and all tactical trailers when transporting Class A, B, and C explosives if the ammunition/explosives are packed or contained in the original manufacturer's container.

(a) If the ammunition being transported is not in the proper wooden containers, wooden dunnage/planking must be used to protect the ammunition or explosives from the ferrous metal bed of the vehicle, as specified in MCO 8020.1, (Handling, Transportation, Storage, Reclassification and Disposal of Class V(W) Material).

(b) Sufficient dunnage must be used when transporting fiber-type containers with metal ends to ensure ends do not contact the metal truck bed.

(2) Amphibious cargo vehicles - wheeled or tracked.

(3) Tanks, LVTs, and self-propelled weapons carrying basic allowances.

(4) Tractors w/semi-trailers - side/end members required.

(5) Landing craft assigned to amphibious exercises.

b. Acceptable Vehicles with Maximum Class V Weights

VEHICLE WEIGHTS	MAXIMUM PAYLOAD WEIGHTS	MAXIMUM EXPLOSIVE WEIGHTS
M-998	2,000 lbs	2,000 lbs
M-923/925	8,000 lbs	2,000 lbs
M-101	1,200 lbs	N/A
M-105	2,400 lbs	2,000 lbs

b. For Class B explosives, an "EXPLOSIVES B" placard. A Standard Form 432 sign is required on the front, rear, and both sides of vehicle.

(1) SF 432s are diamond shaped cardboard sheets 11" x 11". SF 432s have a orange background and are marked, "EXPLOSIVES B" and have a bursting bomb in black. To order these through DSSC, utilize NSN 7540-01-029-5669.

(2) Four placards written in Japanese (Kanji) are also required to be displayed on the front, rear, and both sides of each vehicle transporting Class A explosives.

(3) The placard size is 20" x 13.5". They have white lettering on a red background. Translation of the Kanji is: "EXPLOSIVES AND FIRE."

c. When transporting 1000 pounds or more of Class C explosives a "DANGEROUS" placard is required. A Standard Form 430 sign is required on the front, rear, and both sides of vehicle.

(1) SF 438s are diamond shaped cardboard sheets 11" x 11" SF 438s have a white background and are marked with the words, "DANGEROUS" in red lettering with a red triangle in the upper and lower corners.

(2) Four placards with the Japanese symbol for "EXPLOSIVE AND FIRE" are also required to be displayed on the front, rear, and both sides of each vehicle transporting Class C explosives.

(3) The placard size is 20" x 13.5"

d. For less than 1000 pounds of Class C explosives. There is no requirement for a placard written in English. There are four Japanese signs required that display the Japanese symbol for fire. These signs will be placed on the front, rear, and both sides of the vehicle. The placard size is 20" x 13.5".

e. Placarding requirements for other types of hazardous or dangerous material are delineated in Volume One of NAVSEA OP 2145.

7005. VEHICLE ROADMASTER ESCORT REQUIREMENTS. 3d Marine Division units transporting explosives/hazardous materials in any of the situations/circumstances described below which require Roadmaster escort will notify the Division Motor Transport Coordinator.

a. Loads exceeding 2000 pounds net explosive content will have a Roadmaster escort in the lead/front position. Such movements will be cleared through/authorized by the Division Motor Transport office 622-9301/9798.

7006. PERSONNEL REQUIREMENTS FOR TRANSPORTING CLASS (V)W MATERIAL

a. Drivers Qualifications. The following qualifications are mandatory for 3d Marine Division drivers transporting Class V(W) ammunition/explosives on Okinawa or mainland Japan:

1) Be 21 years of age or older.

(2) Have a minimum of six months driving experience with the type of equipment to be operated. The term "driving experience" is not limited to driving on Okinawa, it refers to the operator's experience driving the particular type(s) of vehicle(s) to be used when hauling AA&E while assigned to the 3d Marine Division.

(3) Have proof of a safe driving record

(4) Have been physically qualified in accordance with NAVSEA OP 2239 (Drivers Handbook, Ammunition, Explosives and Dangerous Articles). Satisfactory completion of the required physical must be verified by supervisory personnel citing the Medical Certificate.

(5) Have successfully passed training requirements as listed in and required by NAVSEAOP 2239 (Drivers Handbook, Ammunition, Explosives and Dangerous Articles).

(6) Have satisfactorily completed and passed a National Agency Check (NAC) or Entrance NAC (ENTNAC). Drivers, assistant drivers, and security personnel must possess a security clearance equivalent to the classification of the cargo being transported.

(7) Ammunition Drivers must be re-certified annually as per MCO 8020.1_ (Handling, Transportation, Storage, Reclassification, and Disposal of Class V{W} Material).

NOTE: The driver of the vehicle, whether carrying a weapon or not, does not constitute an armed guard.

b. Application for Training, Testing and Licensing of Explosive Drivers. Requests for training explosive drivers will be submitted to this Headquarters (attn: Division MTO) via the unit S-3/Training Officer.

c. Requests for Explosive Drivers and Transportation. Units requesting additional assets from Division Motor Transport must do so at least 48 hours prior to the date of the requirements. The request must state specific requirements to ensure the dispatch of the required number of prepared vehicles and qualified drivers.

7008. SECURITY OF CLASS V(W) AND CATEGORIES I, II, III, AND IV WEAPONS SYSTEMS BEFORE AND DURING TRANSIT

a. General. Security for Class V(W) and Categories I, II, III, and IV Weapons Systems cargo being transported must meet all requirements set forth in OPNAVINST 5530.13 (Department of the Navy Physical Security Instructions for Conventional Arms, Ammunition, and Explosives). All Class V(W) and Category II or Category III types of ordnance items transported on or off military property will be provided armed security and all personnel will be knowledgeable in the use of deadly force.

(1) Dependent upon the threat assessment/situation, commanders may require security measures commensurate with the situation in excess of the requirements stipulated herein.

(2) The requirement to arm Marines with live ammunition when performing certain security duty mandates specific guidance to ensure safety and accountability. Personnel in security billets, (i.e. weapons escorts) will become familiar with the use of deadly force and the eleven general orders.

(3) Figure 7-2 cites the requirement to complete a screening/interview of all personnel to be assigned as ammo drivers. Figure 7-3 is a sample of a certificate which may be used as a certifying document. This will ensure compliance with the initial screening/interview requirements listed in OPNAVINST 5530.13 (Security of AA&E) for ammo drivers.

b. Security. According to OPNAVINST 5530.13, the following security requirements exist and must be complied with whenever Class V(W) and Category II or Category III types of ordnance items are being transported:

(1) All Category I Class V(W), Category II, and Category III types of ordnance items must be receipted for by a responsible individual (i.e. a SNCO or Officer) and requires two armed guards.

CERTIFICATION OF INITIAL INTERVIEW

1. The Marine listed below has been interviewed for possible assignment as an Ammunition Driver.

2. The Marine has satisfactorily _____ unsatisfactorily_____ responded to questions indicative of his maturity, judgement, trustworthiness, and general attitude towards potential areas of responsibility regarding the transportation of AA&E.

3. The Service Record Book of the Marine listed below has been screened and no indications of potential problems have been noted.

4. The date of the interview was: _____

MARINE INTERVIEWED:

PRINTED NAME:_____RANK:_____

SSN:_____/_____/_____DATE:

SIGNATURE:_____

INTERVIEWED BY:

PRINTED NAME_____RANK:_____

SSN:_____/_____/_____DATE:

SIGNATURE:_____

Figure 7-3.--Certification of Initial Interview.

DEADLY FORCE

1. I understand the term "deadly force" to mean that physical force which a person uses, such as, but not limited to, firing a weapon with the purpose of causing or which is likely to cause death or serious bodily harm. I am justified in using deadly force only under conditions of extreme necessity as outlined below and only as a last resort when all lesser means have failed or cannot be reasonably employed.

2. I understand that the only conditions under which deadly force may be used are as follows:

a. Self-Defense. To protect myself if I reasonably believe that I am in immediate danger of death or serious bodily harm.

b. In Defense Of Others. To protect others when I observe and reasonably believe them to be in immediate danger of death or serious bodily injury. This includes the interruption of crimes such as rape, arson, murder, armed robbery or aggravated assault.

c. Theft Of Weapons. To prevent the theft of property such as weapons or ammunition, which presents a potential danger of death or serious bodily harm to others.

d. Espionage/Sabotage. To prevent the theft or sabotage of property which has been specifically designated by the Commanding Officer as vital or of substantial importance to national security

e. Apprehension & Escape. To apprehend or prevent the escape of a person who has committed in my presence a serious crime of violence such as rape, murder, or armed robbery and I observe the fleeing suspect to be in possession of a weapon capable of causing death or serious bodily injury.

f. Lawful Order. An order given by competent authority to use deadly force.

3. I have read and understand the instructions pertaining to the use of deadly force as stated above. I will keep this copy of the Specific Instructions Regarding the use of Deadly Force on my person while armed and on duty.

NAME (PRINTED):_____ SIGNATURE:_____

RANK:_____ SSN:_____ DATE:_____

Figure 7-4.--Specific Instructions Regarding the Use of Deadly Force.

e. Minimum Authorized Loads for Armed Marines

(1) Marines armed with an M-16A2 Service Rifle will carry a total of 60 rounds (30 per magazine).

(2) Marines armed with an M-9 Service Pistol will carry a total of 30 rounds (15 per magazine).

(3) Once loaded, pistols (M-9s/M-1911A1s) will not be drawn from the holster except; when there is a justifiable need for Deadly Force, when effecting relief of armed personnel, and when returning the weapon to storage.

f. Communications Requirements. There is a requirement to have a means of reliable communication between the convoy/vehicle transporting Class V(W) and Category II or Category III types of ordnance items and the unit headquarters or a reactionary force.

7009. PACKING DIMENSIONS OF AMMUNITION. Figure 7-5 provides useful information for planning transportation and embarkation operations.

CARGO WEIGHT AND DIMENSION REFERENCE FOR PLANNING

Ammunition Type	Quantity	Weight	Dimension * Length	Width	Height
155 Projectiles (Small Pallet)	8	797	27.1	13.6	32.0
(Large Pallet)	8	29.1	14.6	40.8	45.8
155 Propellants (M-13 Container)	25	1751	55.0	41.5	45.8
(M-14 Container)	40	1306	37.5	49.5	36.0
8" Projectiles (Small Pallet)	6	1253	28.5	19.5	36.0
(Large Pallet)	6	1254	29.1	14.6	40.8
8" Propellant (M-18 Container)	25	1779	44.0	59.6	49.0
(PA-66 Container)	15	1275	37.7	50.5	35.6

* Data shown is for pallets/skids. Dimensions/weights may vary with different packaging. Dimensions are in pounds and inches.

PLANNING DATA FOR CLASS IV

Item	NSN	Cubic Footage	Weight
Bag, sand (bale) (200 bags/bale)	8105-00-285-4744	2.1	10
Barbed wire, (350 feet/spool)	5660-00-512-3197	1.0	28
Post, Fence, Metal (2 feet)	5660-00-270-1588	3.0	24
(5 feet)	5660-00-270-1587	11.0	99
Barbed wire, concertina	5660-00-371-9494	4.4	62

Figure 7-5.--Cargo Weight and Dimension Reference for Planning.

LANDING CRAFT CAPACITIES FOR TRANSPORTING ARTILLERY

Notional Load (combat-loaded)	Landing Craft LCM-8	LCU	LCAC*
105mm w/Prime Mover	1**	3	2
155mm M-114 w/Prime Mover	1**	3	2
155mm M-198 w/Prime Mover	1**	2	2
155mm M-109	1	5	2
8" M-110	1	4	2

* Personnel capacity - 24

** Marrages broken

CHARACTERISTICS OF RATIONS AND SUBSISTENCE ITEMS

CLASSES OF SUPPLY

Class I	Weight (pounds)
MRE Pallet	1000
Water Bladder, 250 gl (1)	2225
Water Bladder, 500 gl (1)	4400

Class III (POL External Loads Only 500 gl Drums - Collapsible	Weight (pounds)
Gasoline	3300
JP/4	3550
Diesel Fuel	3800
Lubrication Oil	4300

Class IV	Weight (pounds)
Bundle 8 II Stakes (100 ea)	1560
Sleeve Concertina (20 rolls)	1700
Sand Bags (6400 w/o sand)	1200
Bundle M-8A1 Airfield Matting (14 pieces)	2100

Figure 7-5.--Cargo Weight and Dimension Reference for Planning--Continued.

CHAPTER 8

GARRISON MOBILE EQUIPMENT

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8001. OFFICIAL USE. All government vehicles are to be used for official use only. Official use is defined as, "the use of government motor vehicles provided so that official duties requiring transportation can be effectively performed in a timely and efficient manner".

8002. UNOFFICIAL USE. Unofficial use is defined as, "the use of government vehicles for transportation to, from, or between locations for the purpose of conducting personal business or engaging in other activities of a personal nature by military personnel, civilian government employees, or members of their families".

8003. COMMON VIOLATIONS

1. Transportation to/from quarters to/from place of duty.

2. Transportation to/from base exchanges, snack bars, barber shops, banking facilities, or clubs; this includes parking vehicles in the vicinity of such places to conduct personal business.

3. Stopping at civilian establishments off base to conduct personal business.

8004. MOTOR VEHICLE ABUSE. Evidence of vehicle abuse will be investigated by the Responsible Officer and a written report sent to the Base Motor Transport Officer. The most common types of abuse are:

a. Lack of operator's/preventive maintenance.

b. Improperly dispatched vehicles

c. Vehicles loaded in excess of rated capacities.

d. Continued operation of vehicles that have been identified as requiring repair/corrective maintenance.

e. Retention and continued use of vehicles beyond authorized periods of dispatch.

8005. OPERATOR AND PASSENGER UNIFORM/CLOTHING REQUIREMENTS. All operators of GME are required to be in uniform and will remain covered.

a. Military personnel are not permitted to wear civilian attire without first obtaining authorization from the Division Motor Transport Officer (MTO) who will then notify the Base MTO.

8012. OPERATION OF GARRISON MOBILE EQUIPMENT. The majority of commercial motor transport vehicles are of the two-wheel drive type and will not be used for cross-country (off-road) operations except in emergency situations. GME will be limited to operations on primary and improved secondary roads except for those four wheel drive vehicles used by Roadmasters, Range Control, etc.

8013. REQUIRED REPORTS

a. GME Monthly Mileage/Utilization Reports. These reports will be submitted to the Commanding General, 3d Marine Division (attn: Division Motor Transport GME Representative) on the last regular work day of the month utilizing the format shown in Figure 8-1 located at the end of this Chapter. Odometer/hour readings will be collected between the 12th and 15th of each month and reported to the Division Motor Transport GME Representative by no later than the close of business on the 15th of every month. Odometer/hour readings may be submitted via the telephone.

b. Semi-Annual Inventories. The Camp/Unit GME Representatives will inventory all GME and collateral equipment semi-annually, during January and July, and report the inventory results to the Division Motor Transport GME Representative by the 10th of the month in writing.

8014. OPERATIONAL RECORDS/DISPATCHING PROCEDURES . Marine Corps Base will dispatch GME and material handling equipment (MHE) and will maintain separate Daily Dispatching Records (NAVMC 10031) for GME and MHE. All commercial vehicles will be dispatched daily by the commercial dispatcher at one of the following locations: Camp Courtney, Camp Hansen, Camp Foster, or Camp Schwab.

a. The responsibility to accurately complete the Trip Ticket remains with the operator of the GME. All trip tickets will be filled out in accordance with the guidance delineated in the current edition of TM 4700-15/1 .

b. Camp/Unit GME Representative are to periodically inspect assigned equipment and check with the Base Dispatcher to ensure adherence to the procedures delineated in TM 4700-25/2_.

c. Commercial vehicles authorized by unit commanders S-4 officers which are to remain out overnight will be re-dispatched by 0730 the next day.

d. All vehicles travelling to destinations or through Kadena Air Base must have the following annotated on the trip ticket (NAVMC 10627): "AUTHORIZED ON KAB."

8016. LICENSING GARRISON MOBILE EQUIPMENT VEHICLE OPERATORS

a. The Marine Corps Base Camp Smedley D. Butler Safety Officer is responsible for the management of the GME/MHE licensing program.

b. All operators of commercial motor vehicles must be examined and licensed in compliance with MCO 11240.66_. Each operator must have in his possession a current Government Motor Vehicle Operators Permit (OF 346) which will indicate which types of vehicles the individual is authorized to operate. The following examples apply:

Commercial vehicles up to and including three ton.

Commercial tractor/semitrailer; to 25 Ton.

Commercial bus to 44 passenger

c. Government Motor Vehicle Operators Permits (OF 346) will not be laminated.

8017. RESTRICTIONS REGARDING THE USE OF GARRISON MOBILE EQUIPMENT

1. No modifications of any type are authorized on commercial vehicles by the using organization.

2. Tactical markings will not be affixed to commercial vehicles

3. Chock blocks will be used when parking GME on sloped surfaces.

4. Drivers will not smoke, eat or drink while operating commercial vehicles.

5. Garrison mobile equipment are restricted from transporting ammunition, explosives or other dangerous articles without advance authorization from the Commanding General, Marine Corps Base, Camp Butler.

6. Operators will only operate the type and size vehicle for which they have been licensed.

7. Operators will not idle vehicles for extended periods. Fuel conservation is paramount.

8. Commercial motor vehicles will be driven only on hard surface roads such as asphalt or cement.

a. Four wheel drive commercial vehicles may be operated on improved roads and cleared trails provided such roads can be used without damage to the vehicle.

CHAPTER 9

TRAINING

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5. If classes are not presented on a scheduled day/date, the class must be presented on an alternate date. If there are any changes to the training schedule, Training Representatives must inform the unit S-3 and maintain a record of the change in the Training Representative's Records/files.

NOTE: Motor transport lesson plans are on file at the Division Motor Transport Office and are available for use by all subordinate commands.

NOTE: Even during off-island deployments, training must continue. Plan ahead and take copies of lesson plans, critique sheets, and attendance rosters.

9001. PERFORMANCE OBJECTIVES. Establishing mission-oriented and individual skill development performance objectives is a mandatory requirement for MOS training programs.

a. Descriptions of 35XX Occupational Field duties and tasks are prescribed in MCO P1510.68 (Individual Training Standards). Unit motor transport operations and maintenance tasks will be used when developing unit level MOS training programs.

b. Motor vehicle operators and maintenance personnel must be capable of performing their duties in accordance with MCO P1200.7 (MOS Manual) and MCO 1510.68 (Individual Training Standards).

9002. TRAINING REQUIREMENTS. Proper management of unit training programs requires a thorough knowledge and understanding of NAVMC 2779 (Unit Level Training Management) and MCO P1510.68 (Individual Training Standards).

1. Training programs for Marines serving in all motor transport billets must include scheduled periods of instruction for personnel serving in both maintenance and operations billets. The Unit Motor Transport Training program must include:

a. 3521/3522/3523/3529 (mechanic) training.

b. 3531/3533/3537 (operator/operations) training.

c. Safety related training.

d. Training in MIMMS/AIS and maintenance management procedures in accordance with MCO P4790.2B and DivO 4790.1.

e. The use of information systems such as the DPR, Exception Reports, LM-2, etc.

c. Quality control inspection procedures to ensure the correct performance of preventive and corrective maintenance.

d. Accurate reporting of equipment readiness

9003. RESPONSIBILITIES/DUTIES OF TRAINING REPRESENTATIVES. Unit Motor Transport Training Representatives are responsible for the following:

a. Establishing and maintaining up-to-date Desktop Procedures for Motor Transport Training Representatives (set up in accordance with MCO P4790.2B).

b. Ensuring that motor transport training is incorporated into the Annual Training Plan.

c. Reviewing the Training Schedule and ensuring that required preparations are made for the period of instruction scheduled for the week.

d. Scheduling, ensuring the completion of, and documenting/ recording technical training for all motor transport personnel (to include both operators and maintenance personnel). The following personnel must attend training and will participate in the Motor Transport Training program:

(1) Mechanics 3521s, 3522s, 3523s, 3529s).

(2) Operators 3531s, 3533s, 3537s).

(3) Key billet holders within the motor pool.

e. Participating in and maintaining the Motor Transport Section Training Program.

f. Opening and maintaining Individual Training Records for all Marines assigned to the motor pool. (Figure 9-1, located at the end of this Chapter)

g. Informing the MTO/MTC whenever any problems which cannot be handled at his level are experienced and:

(1) Checking the Training Schedule to ensure that required preparations have been made for the instruction scheduled.

(2) Drafting and submitting to the MTO/MTC a Training Schedule based on the requirements stated in this SOP.

k. Annotate the Training Schedule whenever scheduled classes are not presented with an explanation as to why the period of instruction was not presented. Classes not presented will be rescheduled for a later date.

9004. COMMONLY USED REFERENCES. The following references are frequently used by Training Representatives and should be maintained in the Motor Transport Publications Library:

MCO P4790.2_.....MIMMS FIELD PROCEDURES MANUAL

FMFPacO P11240.2_.....SOP FOR MOTOR TRANSPORT

DivO P11240.16_.....SOP FOR MOTOR TRANSPORT

TM 4700-15/1_.....EQUIPMENT RECORD PROCEDURES

LESSON PLAN BINDERS.....TRAINING/LESSON PLANS

9005. TRAINING DOCUMENTATION

1. Depending on unit SOP, Quarterly Training Schedules should be submitted to the S-3, two weeks prior to the start of the upcoming quarter.

2. Individual Training Records are recommended and should be opened for all Marines assigned to the motor pool and updated (kept current) on a weekly basis.

3. Attendance rosters and critique sheets must be kept on file.

9006. TRAINING PRIORITIES AND POLICIES. The basic document that guides the yearly training of all Marines is the Annual Training Plan. Motor Transport Officers (MTOs) and Motor Transport Chiefs (MTCs) must provide input into the plan and use the plan as a guide for the upcoming yearly training.

a. Training should be based on the minimum of one hour per week for required MOS training. MTOs should provide refresher training for operators and mechanics prior to exercises, deployment, etc.

b. To ensure MOS 35XX personnel receive the required MOS training, MTOs must review the current edition of MCO P1200.7, MOS Manual, and Individual Training Standards (ITS), to determine the level and type of training required. In addition to the MOS Manual, and ITS, the MTO must consult the training evolution and exercise plan (TEEP) to determine if specialized training is required, (i.e., cold weather/driving in snow, etc.).

(4) Further guidance for conducting of motor transport operations in the types of conditions listed above are discussed in Chapter 6 of this SOP.

9008. TRAINING AND LICENSING. Additional guidance for planning and organizing a unit training program with emphasis on driver/operator selection and training is discussed in Chapter 11 of this SOP. Remember that all training is continuous and essential to enhance individual skills and maintain equipment in a combat ready condition. MOS proficiency is attained through formal schools, on-the-job training, and most importantly, effective unit training programs.

9009. TRAINING EVALUATION. MOS training programs require the development and use of effective evaluation methods to provide the commander with the means to determine unit and individual training requirements and the quality of the training program in general.

a. Commanders will establish and maintain a motor transport MOS training evaluation system to provide a historical record of training received and skill level achievement of all Marines.

b. Commanders are encouraged to develop inventory/proficiency tests to determine the MOS skill level for personnel, and to evaluate the quality of unit MOS training accomplished.

9010. TACTICAL TRAINING SUBJECTS. Motor transport training should include instruction on tactical motor vehicle operations and may be presented during field exercises. An excellent source of training ideas may be found in TM 11240-14/2 (Logistics Considerations For Motor Transport Convoy Operations in a Guerrilla Environment). The following is a list of suggested topics:

a. Tactical organization of vehicles, including interval between vehicles.

b. Tactical responses/immediate action when convoys are in contact with the enemy.

c. Recovery procedures in a threat environment.

d. Defensive measures during halts.

e. Vehicle and personnel protection measures such as sand bagging, grenade screens, and rapid dismount procedures.

f. Individual skills to include driving in snow, mud, sand, ice, and during blackout conditions.

c. Upgrades on licenses require 40 hours of training broken down to include 15 hours of classroom instruction and 25 hours of driving training. Unit Licensing Representatives will maintain Road Time Verification sheets and Class attendance rosters.

d. Due to the unique size, weight, and towing requirements for M-198 howitzers, special instruction and licensing qualification is required for Marines tasked with this responsibility. Qualified operators must pass a written and a driving skills test. These tests will be administered by the artillery unit Motor Transport Officer.

e. Shop use only licenses can be upgraded at unit level but require a written and driving test supervised by the Unit Licensing Representative.

f. Duplicate licenses, renewals, and upgrades must be recorded on page 11 of the Service Record Book and NAVMC Form 10964.

g. License renewals require a written test, National Driving Record (NDR) check, and may require the Marine to satisfactorily pass a physical examination, depending on the type of license being issued.

9014. HOST NATION AGREEMENTS. Prior to deployment, appropriate driver training/qualification will be conducted in accordance with the designated host nation agreements. The deploying unit is responsible for training and testing motor vehicle operators in the laws of the host nation.

9015. REMEDIAL DRIVERS/OPERATORS TRAINING. Remedial driver/operators training programs will be established at the unit level to provide those Marines who have been cited by Roadmasters or ticketed by military police for traffic violations/infractions. Remedial driver/operators training programs are designed to ensure that only safe operators are on the road. Individuals who prove that they are not qualified to hold an operator's permit will not be licensed.

9016. MOTOR TRANSPORT LESSON PLAN LIBRARIES. Unit Training Representatives will establish and maintain reference libraries consisting of prepared motor transport lesson plans for use by Marines designated as instructors. Figure 9-2, located at the end of this Chapter, is a list of motor transport lesson plans that are available from the Division Motor Transport Office.

9017. TRAINING AIDS. Training aids are available at through the Marine Corps Base, Audio Visual Training Support Center (AVTSC). AVTSC has catalogues of training films, slides, etc., that are readily available.

9018. QUALITY CONTROL TRAINING. Quality Control (QC) training is available upon request from the Division MTO. Units that require QC training should identify Marines with at least six months remaining on station. Marines that receive QC training must be stabilized in inspection/quality control billets to ensure that units receive the maximum benefit from this training.

INDIVIDUAL TRAINING RECORD			
RANK	NAME (LAST, FIRST, MIDDLE INITIAL)	SSN	MOS

PAGE 2
LIST OF FORMAL SCHOOLS, ON THE JOB TRAINING, FIELD TRAINING AND CORRESPONDENCE COURSES

PAGE 3
CROSS TRAINING, SUPERVISORY TRAINING AND MAINTENANCE MANAGEMENT RELATED TRAINING

PAGE 4
TECHNICAL (MOS RELATED) TRAINING

Figure 9-1.--Sample Individual Training Record for Marines Assigned to the Motor Pool.

LIST OF FORMAL SCHOOLS		
COURSE TITLE	DATE COMPLETED	VERIFIED BY

ON THE JOB TRAINING (MOS RELATED)			
DATE BEGAN	DATE COMPLETED	UNIT OR LOCATION	VERIFIED BY

FIELD TRAINING (DEPLOYMENTS, TAD)			
DATE BEGAN	DATE COMPLETED	UNIT OR LOCATION	VERIFIED BY

CORRESPONDENCE COURSES COMPLETED		
COURSE TITLE	DATE COMPLETED	VERIFIED BY

Figure 9-1.--Sample Individual Training Record for Marines Assigned to the Motor Pool--Continued.

CROSS TRAINING (MAINTENANCE MANAGEMENT RELATED TRAINING)			
DATE	COURSE TITLE	INSTRUCTOR	VERIFIED BY

Figure 9-1.--Sample Individual Training Record for Marines Assigned to the Motor Pool--Continued.

MVO 6600 SERIES

MVO 6601...Maintaining the Fuel/Cold Starting Aid System
- Cummins NHC-250 Diesel Engine -
MVO 6602...Maintaining Engine Accessory Systems
- Cummins NHC-250 Diesel Engines -
MVO 6603...Tactical Vehicle Electrical Systems
MVO 6604...Maintaining Engine Electrical Systems
- Cummins NHC-250 Diesel Engines -
Performing M-923 Diagnostic Evaluations with STE/ICE
MVO 6605...Maintaining the M-923 Accessory Drive Belt System
MVO 6606...Maintaining Engine Accessory Drive Belts and Cooling, Lubricating, Air Induction and Exhaust Systems
- Cummins NHC-250 Diesel Engines -
MVO 6607...Maintaining the M-923 Wheel Brake Mechanism
MVO 6608...Performing Organizational Maintenance on M-813A1 Service Brake System and Front Axle Assembly
MVO 6609...Performing M-813A1 Clutch Assy Corrective Maintenance
MVO 6610...Maintaining the Rear Suspension of the M-813A1
MVO 6611...Performing M-813A1 Scheduled Preventive Maintenance
MVO 6612...Replacing M-813A1 Front Axle/Steering Gear Assemblies
MVO 6613...Replacing the M-813A1 Transfer Assembly
MVO 6614...Maintaining the M-923 Parking Brake System
MVO 6615...Performing M-813A1 Clutch Assy Corrective Maintenance
MVO 6616...Maintaining M-923 Compressed Air Brakes/Accessories

Figure 9-2.--Motor Transport Lesson Plans Library--Continued.

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CHAPTER 10

DISPATCHING MOTOR TRANSPORT ASSETS

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CHAPTER 10

DISPATCHING MOTOR TRANSPORT ASSETS

10000. GENERAL. Dispatchers will be assigned in writing by the unit Commanding Officer or the unit Motor Transport Officer. A copy of this assignment letter will be maintained in the Dispatcher's Desk Top Procedures. Motor Transport Dispatchers are assigned to the unit Motor Pool Operations Section. Refer to Chapter 1 of this SOP for a sample of the appointment letter.

10001. DUTIES/RESPONSIBILITIES REGARDING THE DISPATCHING OF MOTOR TRANSPORT ASSETS

1. All unit/organizational Motor Transport Officers or Chiefs are required to sight the unit Master Log daily and will monitor the unit Motor Transport Dispatcher in the performance of his duties.

a. MTOs/MTCs will follow up and take action in those instances when a driver from their unit has been cited for a violation of orders or regulations.

b. MTOs/MTCs will take appropriate action to revoke driving privileges from repeat offenders.

c. MTOs/MTCs will implement and encourage a continuing Driver Improvement Training program with emphasis on safety and safe driving. Figure 10-1 (located at the end of this Chapter) is a list of twenty safe driving tips for use in the effort to promote awareness of the dangers inherent to operating motor vehicles.

2. Motor Transport Dispatchers will ensure that vehicles are dispatched in a timely manner. Motor Transport Dispatchers are responsible for the following specific duties/functions prior to the dispatch (release) of a motor vehicle from the Motor Pool:

a. Ensuring that all vehicles have had a safety inspection and pre-operations check conducted prior to dispatch. Vehicles will not be dispatched until they have been checked for roadworthiness (safety inspection) and the operator's pre-operations checks have been properly completed. The best checklist to use is the Preventive Maintenance Checks and Services (PMCS) provided by the Division Motor Transport Section which is a compilation of specific items to be checked and is based on information contained in motor vehicle technical manuals.

b. Ensuring (verifying by sighting) that all operators/ drivers have the items listed below in their possession prior to being dispatched. (No tactical vehicles will be dispatched unless these conditions are met).

(1) A valid U.S. Government Motor Vehicle Operators Permit (SF-346) for the capacity/type of vehicle to which assigned.

(2) An Armed Forces Identification (A.F.I.D. card.

(3) A properly completed trip ticket (NAVMC 10627).

(4) A "Driver's Information Packet" which will be provided by the Division Motor Transport Licensing Representative. These packets will include an Accident Report Form (SF-91) and at least two Accident Identification Cards (DD 518).

c. Ensuring that no vehicle is dispatched unless it has been recorded on the Run Roster or approved by the unit S-4 Officer/ Chief or Motor Transport Officer/Chief.

d. Briefing operators/drivers on the 3d Marine Division and unit policies regarding speeding and safe driving. This responsibility normally falls under the cognizance of the Motor Transport Chief or Operations Chief but Dispatchers should be able to pass on relevant information to operators when asked or required to do so.

3. Motor Transport Dispatchers are responsible for the following specific duties/functions when vehicle return to the Motor Pool:

a. Ensure that operators have documented the performance of an "after operations check" on the returned Trip Ticket.

b. Ensure that the operator of the vehicle is aware of his responsibility to wash the vehicle at the completion of his run.

c. Ensure that the operator of the vehicle is aware of his responsibility to turn in/secure all OVE/OVM gear.

d. Ensure that the trip ticket has been properly/completely filled out in accordance with TM 4700-15/1_ and this SOP.

e. Ensure that any and all keys and "Driver's Information Packets" have been turned in.

4. Other duties/responsibilities for Motor Transport Dispatchers may include:

a. Turn in of fuel chits to the unit S-4 when directed or required by unit SOP. Ensuring that vehicles are refueled prior to accepting the Trip Ticket.

b. Ensuring the security and accountability of all keys. This is accomplished by inventorying the key locker/key container prior to securing from work or turning over dispatching duties to a replacement.

c. Ensuring that the Master Log is properly filled out in accordance with TM 4700-15/1_.

d. Ensuring that the Master Log is signed daily by either Motor Transport Officer or Motor Transport Chief.

e. Maintaining the Master Log for a minimum of one year or for up to six years if a vehicle has been involved in an accident.

f. Preparation of the Monthly Mileage Report for review by the unit MTO/MTC and submitting it to the unit S-4 Logistics Officer/ Chief when required by unit SOP.

g. Pick up of the Daily Run Roster from the S-4 each morning and assessing and updating the Run Roster as required. This does not apply to Truck Company.

h. Providing the unit S-4 a "Vehicle Availability Roster" daily or whenever required by the unit Logistics SOP. The Truck Company operations Officer, Chief, or Dispatcher will coordinate with the Division Motor Transport Coordinator on Availability Rosters.

i. Establishing and maintaining a "30 Day Trip Ticket File" and filing all completed Trip Tickets as they are turned in and checked for accuracy and completeness.

j. Ensuring that the unit Motor Transport Maintenance Section picks up the lower portion of the Trip Ticket with defects listed in the "remarks column" in accordance with unit policy and this SOP.

5. Figure 10-2 (located at the end of this Chapter lists current references for Motor Transport Dispatchers.

10002. QCI, PLATOON SERGEANT, OR OTHER PERSONNEL RESPONSIBILITIES

1. Ensuring that the operator/driver has in his possession all OVE/OVM gear prior to dispatch.

2. Ensuring that the vehicle operator has properly completed a "Quality Control/Safety Inspection Checklist" (available from Division Motor Transport and shown in Chapter 1, Figure 1-17) and processed the required information into the maintenance cycle, if necessary, i.e., discrepancies have been noted by the operator/ driver or Quality Control Inspector. Procedures for remedial action to be taken in instances where discrepancies have been noted on the "Quality Control/Safety Inspection Checklist" are delineated in greater detail in Figure 10-2.

10003. DISPATCHING CONTROL FORMS. Within the 3d Marine Division, the administration of required forms used to document and record the dispatching of motor vehicles will be completed in accordance with the guidance and instructions listed in the current edition of TM 4700-15/1 and Chapter 2 of this SOP.

1. Motor Vehicle Operational Record (NAVMC 10627)

2. Daily Dispatching Record (NAVMC 10031).

10004. DISPATCHING PROCEDURES

1. Dispatching of tactical vehicles will be in strict accordance with the guidance delineated in TM-4700-15/1 and this SOP. For all "off base" runs the "trip ticket" will be stamped "off base" at the top and initialed by the dispatcher.

2. Vehicles will not be dispatched for more than 24 hour period.

3. Transportation requirements will be carefully monitored as to realistic needs and with economy in mind. Generally, tactical motor transportation assets will not be used to accomplish the following:

a. Troop transportation within camp areas.

b. Troop transportation of less than three miles

c. Cargo transportation using larger vehicles than necessary.

d. Administrative type functions when commercial assets/ vehicles are available.

4. Transportation will be used for the sole purpose of which it was requested. Any violation of this policy will be considered misuse of government transportation.

5. In unusual or out-of-the-ordinary situations where more than one operator per vehicle is required, enter this driver's name and grade in the space provided for the second (or subsequent) operator on the NAVMC 10627 (Trip Ticket).

a. The Commanding General's policy requiring the assignment of assistant drivers to most tactical vehicles, who may or may not be licensed, means that all motor transport operations personnel need to be aware/reminded that all operators must be licensed, including subsequent and/or additional operators.

b. Complete the remainder of the Trip Ticket in accordance with TM 4700-15/1_. All time and mileage information will be recorded in the space provided opposite the first operator name for both primary and assistant driver periods of dispatch. The reverse side of the trip ticket must be signed by each operator.

c. This policy is only for extended trips, not to be confused with day-to-day commitments. This policy applies to trips in excess of 300 miles which are rare but may occur during off-island deployments or in emergency situations.

d. Division policy remains that, except in emergency or highly unusual circumstances, only one operator is authorized per Trip Ticket.

10005. DISPATCHING VEHICLES FOR GARRISON-TYPE OPERATIONS. During normal/routine garrison operations NAVMC 10627, (Vehicle and Equipment Operational Records - "Trip Tickets") will be valid for a period not to exceed 24 hours.

10006. DISPATCHING VEHICLES FOR FIELD OPERATIONS OR DEPLOYMENTS

1. For field exercises of seven days or less duration, vehicles/equipment will be dispatched in accordance with Chapter 2 of the current edition of TM 4700-15/1_. Continuation trip tickets should be issued to provide allowances for further commitments.

2. For field training exercises, a Field Dispatch Master Log will be opened. The field dispatcher will initially dispatch the vehicle using the Garrison Master Log. The dispatcher will annotate in the "remarks column" of the Garrison Master Log (NAVMC 10031) the anticipated date of return from the field exercise.

a. The Field Master Log is then taken to the exercise area. Thereafter all dispatching for the duration of the exercise will be annotated on the Field Dispatch Master Log. Upon termination of the exercise, the Field Dispatch Master Log will be retained with the Garrison Master Log for one year.

b. The procedures described above do not apply to off-island deployments, or extended field exercises (in excess of seven days). Units deploying off-island will assign a trained (qualified) dispatcher who has been assigned/appointed in writing.

c. Units will initiate dispatching upon movement to the port of embarkation. Vehicles will be dispatched thereafter on a daily (as used) basis until the unit returns to Okinawa.

10007. TRANSPORTING RESTRICTED/HAZARDOUS MATERIAL/CARGO. When transporting dangerous materials/hazardous cargo (as defined in Chapter 7 of this SOP), operators must be specifically trained and licensed for hauling the type of cargo being transported and have in their possession a current Medical Examiners Certificate as prescribed by the current edition of NAVSEA OP 2239. Chapter 7 of this SOP provided detailed information and guidance regarding the transportation of restricted/hazardous material/cargo.

10008. VEHICLE INSPECTIONS. Each organization authorized to dispatch vehicles will appoint a primary and an alternate Motor Transport Quality Control Inspector. This Marine will ensure that prior to a properly dispatched vehicle departing the organization's motor pool, he/she has personally inspected or supervised the inspection of the vehicle.

a. Inspections will consist of a thorough safety check to ensure that all required maintenance has been accomplished, particularly that maintenance, or lack of maintenance, that could be a safety factor or, if not repaired, the continued operation of the vehicle may result in personal injury or damage to the equipment.

b. In addition, the inspector will ensure that all required equipment (OVE/OVM) and paperwork accompany the vehicle. Some examples are jacks, lug wrenches, fire extinguishers, spare tires, reflector kits, etc.

c. The inspector will under no circumstances allow a vehicle not receiving (or failing) an inspection to depart the motor pool. Vehicles failing the inspection will be placed in the appropriate deadlining category until the noted discrepancies have been corrected.

d. Inspectors will utilize the applicable vehicle technical manual in conjunction with a "Quality Control/Safety Inspection Checklist".

10009. CONSOLIDATED DISPATCHING. Consolidated dispatching is the coordination of all off-base motor transport usage by central authority, usually at the regimental and separate battalion S-4 level.

a. This central authority (the S-4) will be the only agency authorized to dispatch vehicles for off-base transportation. The central dispatching authority will minimize the use of tactical vehicles consolidating runs to the maximum practical extent.

b. This guidance must not be misinterpreted to constitute or imply authority to disestablish battalion dispatching programs, as described herein, it is intended as a control procedure to conserve resources.

c. The capabilities of each unit to exercise dispatching responsibilities in the tactical environment will be retained.

d. The Division Motor Transport Coordinator remains the central point of contact for requesting support external to the unit.

10010. LICENSING OF OFFICERS. All officers assigned to the 3d Marine Division falling into one of the categories listed below may submit a request for a government license to the Commanding General, Marine Corp Base, Camp Butler, via the Commanding General, 3d Marine Division, (Attn: G-4/MTO).

a. Officers filling Motor Transport Officer/Motor Transport Maintenance Officer billets (3502/3510) are authorized to operate government equipment when it is within the scope and purpose of their particular assignments.

b. Other officers may operate commercial (under 1 1/4 ton) vans, sedans and pick-up trucks if it is mission essential for the subject officer to operate government equipment.

c. Officers who are members of small teams whose mission requires them to operate tactical vehicles, may do so provided they are licensed and dispatched in accordance with current directives.

10011. USE OF THE OKINAWA EXPRESSWAY BY MILITARY VEHICLES. On 20 May 75, the Government of Japan opened the Okinawa Expressway between Nago and Naha. In accordance with Article V of the U.S./ Japan Status of Forces Agreement, U.S. military vehicles are granted toll free use of the expressway.

a. In order to exit the expressway, military vehicle operators must present to the toll gate attendant a Certificate for Transit of Toll Roads (USFJ Form 19EJ).

b. All government vehicle operators are encouraged to use the expressway to the maximum extent possible. This policy removes military traffic from local roadways.

c. The provisions of MARCORBASESJAPANO 11200.1 apply when transporting oversized/overweight cargo.

TWENTY SAFE DRIVING TIPS

1. REDUCE SPEED ON WET OR OILY PAVEMENT

2. ANTICIPATE WHAT IS COMING FROM THE FRONT OF YOUR VEHICLE.

3. REDUCE SPEED DURING DARKNESS & PERIODS OF REDUCED/POOR VISIBILITY.

4. NEVER EXCEED THE POSTED SPEED LIMIT UNDER ANY CONDITIONS.

5. MAINTAIN A SAFE INTERVAL BETWEEN YOUR VEHICLE AND THE ONE ON FRONT OF YOU.

6. NEVER DRIVE UNDER THE INFLUENCE OF ALCOHOL OR MEDICATION.

7. ALWAYS USE GROUND GUIDES WHEN BACKING.

8. READ AND OBEY ALL TRAFFIC SIGNS.

9. DON'T SMOKE WHILE DRIVING.

10. TRAVEL ONLY ON AUTHORIZED ROADWAYS, NEVER ON RESTRICTED ROADS

11. PEDESTRIANS, BUSES, TAXIS, BICYCLES AND VEHICLES DISPLAYING THE JAPANESE STUDENT DRIVER SIGN ALWAYS HAVE THE RIGHT OF WAY.

ALWAYS LOOK BOTH WAYS. USE TURN SIGNALS WHEN CHANGING LANES.

COME TO A COMPLETE STOP AT STOP SIGNS

NEVER DRIVE IN "BUS EXCLUSIVE" LANES.

15. MAINTAIN A CONSTANT SPEED WHEN PASSING VEHICLES.

16. ENSURE THAT THE BRAKES, LIGHTS, WINDSHIELD WIPERS, HORN AND OTHER SAFETY EQUIPMENT ON YOUR VEHICLE ARE OPERATIONAL.

MAKE ALL TURNS FROM PROPER LANES.

OVERTAKE AND PASS OTHER VEHICLES ONLY ON THE LEFT SIDE.

OBSERVE STOP AND GO SIGNALS.

ALWAYS DRIVE DEFENSIVELY!!!

Figure 10-1.--List of Twenty Safe Driving Tips.